GEOFILE128™

DATA FILING SYSTEM FOR USE WITH GEOS128™

INSURANCE
INVESTMENTS
INCOME TAX

FOR THE COMMODORE 128 COMPUTER

BERKELEY
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geoFile
User's Manual

For use with
GEOS on the Commodore 64 and 64c
GEOS 128 on the Commodore 128

Berkeley Softworks
2150 Shattuck Avenue
Berkeley, California 94704

If you have any questions, please contact us, in writing, at the following address:

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geoFile 128 software design by John Wedgewood
geoFile User's Manual by John Miller; revision by Patricia Huey,
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How to Get Help

We hope that you will find geoFile easy to learn and use, and that this manual provides you with most of the answers to the questions you may have about the operation of geoFile. However, if you do run across a problem that is not answered by the manual, there are two ways to obtain additional help.

The first, fastest, and recommended way to obtain information about and help with GEOS and its follow-on applications, such as geoFile, is through the QuantumLink telecommunications network. QuantumLink, or Q-Link, is an online service network designed for Commodore users.

Berkeley Softworks provides Customer Service message boards, along with a Programming message board and other useful services, in the Commodore Software Showcase section of Q-Link. Through these message boards, you can receive the most timely help and information from Berkeley Softworks employees and thousands of GEOS users. In addition, you will have access to programs and products from Berkeley Softworks that are offered through Q-Link, many of them free of charge.

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Chapter 1: Introduction to geoFile

What is geoFile?

geoFile is the GEOS (Graphic Environment Operating System) based filing and database program. A database is a way to organize large or small amounts of information in such a manner that retrieving and sorting the information you want is easy, efficient, fast, and reliable.

With geoFile you can store, recall, and analyze all kinds of information, from client records and invoices, to inventory lists and investments. You can even keep track of your recipes or a stamp collection, making geoFile perfect for your information handling needs, either at home, or in your business. And because geoFile is GEOS compatible, you will be using the same easy to learn and use graphic environment that you are already familiar with.

geoFile is very flexible. The program stores and organizes information in "forms" that you design any way you want right on the display screen. (Each form contains a record.) Once you design your form, simply fill in the blanks. One "Master" form contains all of the information that you want to store in your database. You can also create up to 15 "sub layouts" that can contain selected portions of your "Master" form, which you can then easily view or print out. No matter how you design these sub layouts, or how many of them you have, you will not affect your original form design, or how geoFile stores and handles the information in your database.

Finally, updating or changing information stored in geoFile is fast and easy. After learning a few simple commands you will be able to use geoFile to sort through, retrieve, and change any or all of the pieces of information you have stored in your geoFile forms.

Use geoFile with Other GEOS-Based Programs

Since geoFile is GEOS compatible, you can use it with other GEOS-based programs.

geoWrite

Create a Text Scrap from the data in your geoFile database, and paste it into a geoWrite document.

geoPaint

Paste a graphic that you created with geoPaint into a field in your geoFile database.

geoMerge

You can create form letters using the data contained in your geoFile forms. geoFile can create a geoWrite document using the data in your database. (See Appendix C: Use geoFile with Other GEOS Applications.) You can then use this document as your Merge Data File. Chapter 9 of this manual tells you how to use Merge Data Files with the geoMerge program to create form letters and other programmed text documents.

geoCalc

To carry out complex calculations and analyses on the data in your geoFile forms, you can copy that data into the geoCalc application program. (See Appendix C: Use geoFile with Other GEOS Applications.) You can create a Text Scrap from the data in your geoFile forms that you can paste into a geoCalc spreadsheet.

Combining geoFile with these other GEOS-based applications can greatly increase the utility and versatility of geoFile. This manual includes examples on how to use geoFile. But the geoFile program is flexible and powerful enough that you will soon be finding your own ways to use geoFile to make your GEOS world more productive and enjoyable.

How to Use This Manual

This manual is written for both 64 and 128 versions of geoFile. In this manual, instructions pertaining exclusively to the 128 version of geoFile will appear in a grey box.

The illustrations used in this manual are from geoFile 128. The main difference between the geoFile 64 and 128 screens is in the position indicator: in geoFile 64, it appears on the form page; in geoFile 128, it appears next to the command menu. The other main difference is that geoFile 128 operates in 80-column mode.

Note also that you can use both 64 and 128 versions of a geoFile data file with either version of the geoFile application.

To make learning and using geoFile as simple as possible, it is best to see this manual as consisting of four main parts.

Chapters 1 and 2 contain important information and procedures that you must read and follow before you can begin to work with geoFile. Chapter 1 gives you a general overview of the geoFile program and manual. Chapter 2 contains information on the equipment that you need to run the program, and the installation procedures that you must follow in order to start working with geoFile.

Chapters 3 through 8 make up the learning part of the geoFile manual. The major functions and commands of the program are examined in a brief introduction, followed by step-by-step instructions.

Each of the chapters 2 through 8 consists of:

1) An introduction containing the objectives of the chapter (what you will learn), and its key terms. Some questions under the heading "What If...?" are also included to help focus your learning of geoFile.

2) An overview of the chapter which discusses the program functions and commands in a general way.

3) Step-by-step instructions for each of the functions and commands of geoFile.

4) A practice example applying what you have learned in the chapter.

5) Answers to the "What If...?" questions in the chapter introduction.

Chapter 9 covers geoMerge, a mail merge GEOS application that is included on your geoFile diskette. With it, you can incorporate your geoFile database with mail merge documents.

Chapter 10 contains three appendices. Appendix A is a dictionary of the key terms in geoFile. The menu items in geoFile are listed and explained in Appendix B. In addition, Appendix C documents the procedures that you use to transport data from your geoFile databases to other GEOS-based applications.

Finally, this manual contains a comprehensive index to help you locate the information you need quickly.

We hope that this manual is useful both to your learning and use of geoFile. If you have any comments or suggestions about the manual, please send them to:

Berkeley Softworks
Attn. Documentation
2150 Shattuck Avenue
Berkeley, CA 94704

Chapter 2: Before You Begin

Introduction

Before you can begin to use geoFile you must read and follow the instructions in this chapter.

Objectives

After completing Chapter 2 you will know:

- What minimum equipment and software you need to run geoFile.
- How to install the geoFile application program so that you can begin to work with it.
- How to make a second copy of geoFile using one or two disk drives.
- How to make one or more work disks to use with geoFile, and the importance of making work disks for GEOS applications.

Key Terms

GEOS
RAM Expansion Unit
deskTop
install
boot
work disk
application program

"What If...?"

1) Do I need more than one disk drive to run geoFile?

2) Do I need any other software in order to operate geoFile?

3) Must I install the geoFile application every time I use it?

Getting Started

geoFile is a GEOS based program so that in addition to the geoFile package, you will need to have the same basic hardware and software that you need to run GEOS itself. Additional equipment such as a printer, a second disk drive, a RAM Expansion Unit (REU) are not required, but will improve the performance and utility of geoFile.

Before you begin to work with geoFile, you should make a second copy of the geoFile disk. You should also make at least one additional work disk for use with geoFile.

What You Need to Run geoFile

Rather than standing alone, geoFile is a part of GEOS, the official operating system for the Commodore 64/128. geoFile was designed to be simple to learn and to use, as well as being a powerful data handler. As a part of the GEOS world, however, there is a minimum amount of equipment (hardware), and computer programs (software), that you need in order to run geoFile. In addition to these minimum requirements there are other optional equipment items that can improve your productivity with geoFile, but are not necessary for its operation.

You must have the following hardware and software in order to run and work with geoFile:

- for geoFile 64 users: a Commodore computer 64, 64c, or 128 (running in 64 mode), any GEOS software, V1.2 or later.
- for geoFile 128 users: a Commodore 128, GEOS 128 software.
- one Commodore disk drive (1541 or 1571).
- an input device such as a joystick or mouse.
- the geoFile package, which includes the program diskette and this manual.
- one blank, formatted, DS/DD (double sided/double-density) diskette.

The following optional equipment items are recommended so that you can take full advantage of the power and versatility of geoFile. This optional equipment is not, however, necessary to the operation of geoFile.

- a GEOS supported printer that is properly connected to your Commodore computer. This will allow you to print out the forms that you design with geoFile. A list of GEOS supported printers is included in your *GEOS User's Manual* (page 2-31) and your *GEOS 128 User's Manual* (page 1-13).

- a RAM Expansion Unit (REU). With an REU the operating speed of geoFile (and other programs) is greatly increased. Also you will be able to dedicate all of the disk space on the disk in your disk drive to your database, while the REU itself holds the geoFile application.

- a second disk drive (1541 or 1571). With two disk drives you will be able to copy files and disks more easily. You will also be able to dedicate all of the disk space on one disk to a database, while the disk in the other disk drive contains the geoFile application.

- a proportional input device such as a 1351 Mouse. A proportional input device makes getting around in the GEOS world fast and easy.

- several blank, formatted, DS/DD (double sided/double-density), diskettes for making work disks.

Install geoFile

You need to install the geoFile program by following the steps below before you can begin to create forms and databases.

IMPORTANT: Be sure to install geoFile using your own GEOS boot disk, or the GEOS boot disk that will always be used with this geoFile disk. Any geoFile work disks that you make from your original geoFile disk must also be used with this same GEOS boot disk.

You perform this installation procedure only once, the first time that you open the geoFile program.

To install geoFile:

1: Boot GEOS as described on page 1-4 of your *GEOS User's Manual.*

NOTE: If you are using geoFile 128, boot GEOS as follows: insert your System (or boot) disk into the disk drive, and turn on your disk drive, monitor and computer switches. (You need not enter the BASIC command **LOAD"GEOS"8,1.**) The System deskTop will appear on the screen.

2: Close your GEOS boot disk.

3: Put the geoFile disk (label side up) into the disk drive and open it.

4: Open the file named geoFile by clicking once on the geoFile icon and selecting **open** from the **file** menu. (You can also double click on the geoFile icon to open it.) The geoFile screen will appear with a dialog box on top of it saying, "geoFile installed".

5: Now install geoMerge in the same manner: double-click on the geoMerge icon (or click on it once and select **open** from the **file** menu). A dialog box saying "geoMerge installed" will appear.

NOTE: This dialog box will appear only once, the first time that you open the geoFile application.

6: Select **OK** to return to the deskTop. Your geoFile disk is now installed.

Make a Second Copy of Your geoFile Diskette

You should make copies of your geoFile disk in case you should ever run into problems with the original disk.

If you are using one disk drive:

1: Select **copy** from the **disk** menu.

2: Follow the directions that appear on the screen. The source disk is the disk that you want to copy. The destination disk is your new copy.

If you have two disk drives:

First, set up your system to use two disk drives as described on page 3-15 of your *GEOS User's Manual.*

With your geoFile disk in disk drive A, and your destination disk in disk drive B:

1: Select **copy** from the **disk** menu.

2: Follow the directions that appear on the screen. The source disk is the disk that you want to copy. The destination disk is your new copy.

The two methods outlined above are the only *safe* ways to produce extra copies of your applications disks, and to make work disks.

geoFile Work Disks

Besides making a backup copy of the entire geoFile disk, the most important thing for you to do before you start to work with geoFile is to make at least one work disk. You can make as many copies of the geoFile application as you wish. It is these copies that you should use when you want to work with geoFile. Your original geoFile disk should be stored in a safe place. Use the original geoFile disk only if something goes wrong with one of your work disks.

The work disks that you make will contain the information that you want to store in a database. By combining geoFile with other GEOS applications and desk accessories, you can customize work disks to suit your exact needs.

Making a geoFile Work Disk

There are two ways to make a work disk for use with geoFile (or any other GEOS application).

To copy the entire disk:
With the System disk in the disk drive, format a blank disk by clicking on the **format** menu item in the **disk** menu. You will be asked to insert a blank disk into the disk drive. When the blank disk is formatted, select **copy** from the **disk** menu to make an *additional* copy of the geoFile disk. (See "Make a Second Copy of Your geoFile Diskette.") After you have made this geoFile work disk you can add files to (or delete files from), your new disk to suit your particular needs.

To copy selected files:
Format a blank disk as described above. Then copy selected files from the second copy of the geoFile disk that you made in the previous section onto your new work disk.

An example of a work disk containing a selection of GEOS files might include the following:

geoFile 64
deskTop 1.3
printer driver (the correct one for your printer, copied from side B of your geoFile disk)
data files (both geoFile 64 and 128 data files can be used)

geoFile 128 users would use the following set-up for their work disks:

geoFile 128
128 deskTop
data files (both geoFile 64 and 128 data files can be used)

You need not copy a printer driver onto your work disk, since the 128 version will use whatever printer driver you have on your boot disk.

This is a basic work disk configuration for geoFile. Depending on your needs, you can add additional files from other GEOS products and applications, such as:

- geoPaint or Graphics Grabber (included with Desk Pack 1), so that you can add your own graphics and pictures to your geoFile forms, or transfer them from popular graphics libraries.
- desk accessories such as the Calculator or Notepad so that you can make quick calculations, or jot down memos to yourself while you are working with geoFile.

By having only the files that you need on your work disks, you allow for plenty of disk space for your geoFile forms. Make up several customized work disks, each useful for a particular type of job.

Saving Documents and Keeping Your Sanity

One final note is in order. When working with geoFile or any other software product, it is always a good idea to make extra copies of your documents on separate disks at least daily, or at the end of a work session. Things like power outages, electrical storms, hardware failures, static electricity and so forth can play havoc on the data that is stored on your floppy disks. With recently made and updated copies of your disks you will insure that any data that might be lost through some mishap or other will be relatively easy to replace.

You are now ready to learn how to use geoFile!

Answers to Chapter 2 "What If...?"

1) **Do I need more than one disk drive to run geoFile?**
No. You only need one disk drive to operate geoFile. However, two disk drives (or one disk drive and a RAM Expansion Unit) will make file copying much easier, and allow you to devote the entire storage space on a disk to your database.

2) **Do I need any other software in order to operate geoFile?**
Yes. geoFile is a GEOS based application, so you will need to have the GEOS package (program disk and manual) and know how GEOS operates in order to work with geoFile.

3) **Must I install the geoFile application every time I use it?**
   No. The installation procedure for geoFile (or for any other GEOS based application) is something that you do only once, the first time that you open the program.

Chapter 3: Boot GEOS and Open geoFile

Introduction

Chapter 3 contains the information that you need to boot (run) the GEOS program, and to start up and begin to work with the geoFile application program.

IMPORTANT: Before you begin to read Chapter 3, be sure that you have read and have followed the instructions contained in Chapter 2 of this manual.

Objectives

After reading this chapter you should know:

- How to open the geoFile diskette after you have booted GEOS.
- Two ways to open geoFile from the deskTop.
- How to open a new or existing geoFile document.
- How to return to the deskTop.

Key Terms

Commodore Key
geoFile document
Create/Open/Quit dialog box
File dialog box

"What If...?"

1) Do I need to boot GEOS before I can begin to work with the geoFile application program?

2) How many ways are there to open an existing geoFile document from the deskTop?

3) Can I return to the deskTop from the Create/Open/Quit dialog box?

form that is stored in that file appears on the screen with its name in the title bar. Your first form will appear as an unbroken grid, until you have designed a form.

To open an existing document from the deskTop:
There are two methods: one is to double-click on the geoFile document icon; the other method is to click once on the document icon (so that it is selected), then select **open** from the **file** menu.

Leave Existing Documents

To return to the deskTop:
Select **quit** from the **file** menu.

To exit a document and begin work on another:
Select **close** from the **file** menu (or press C= and [C]).

Answers to Chapter 3 "What If...?"

1) **Do I need to boot GEOS before I can begin to work with the geoFile application program?**
Yes. geoFile is a GEOS-based application program. You always need to boot GEOS before running a GEOS application program.

2) **How many ways are there to open an existing geoFile document from the deskTop?**
Two. You can open a geoFile document by double-clicking on its icon, or by selecting its filename from the geoFile File dialog box.

3) **Can I return to the deskTop from the Create/Open/Quit dialog box?**
Yes. To return to the deskTop from the Create/Open/Quit dialog box, click on the **Quit** icon.

Chapter 4: How to Design geoFile Forms

Introduction

Forms make up the foundation of your geoFile databases. The information and data that you want to store, sort, and recall is contained on forms that you design yourself on your screen. Chapter 4 contains the information that you need to design geoFile forms.

Objectives

After reading Chapter 4 you should know:

- The major features of the geoFile form page.
- How to create Master forms and sub layouts.
- What a field is, and how you create it on your form.
- How to move fields around, copy them, change their size and shape, or remove them from your forms.
- How to name your fields.
- How to choose a field to be your sort field.
- How to change the way your form looks on the screen.
- How you can move around your form page to work on different parts of your form.

Key Terms

form
Master form
sub layout
form page
grid background
position indicator
command menu
title bar
field
field outline
field name

move tab
re-size tab
sort field
scrolling
sub menu
form design mode

"What If...?"

1) What are the three steps in designing a geoFile form?

2) What is a field?

3) Can I move fields around on the form page after I have created them?

4) Can I change the size and shape of fields?

5) What is the largest size field that I can have on my form?

6) How long can a field name be?

7) Can any one of the fields on my form page act as the sort field?

8) Can I turn off the geoFile grid background?

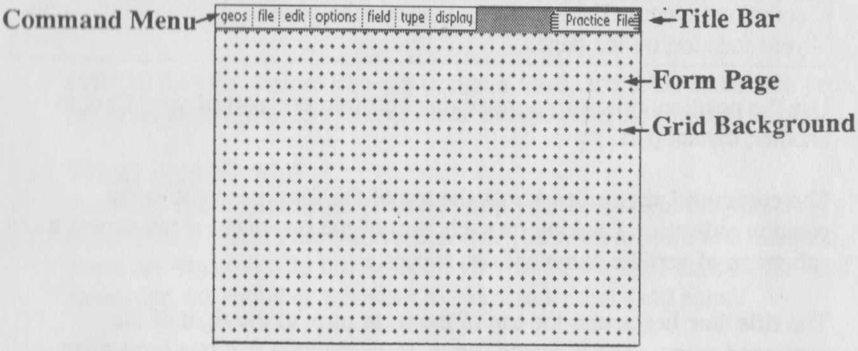
9) Can I move to another part of my form page any way other than by moving the pointer to one of the screen edges?

IMPORTANT: Before going on to either the chapter overview, or the step-by-step instructions, read the next section about the geoFile form page. This section contains definitions of many of the terms that are used in geoFile.

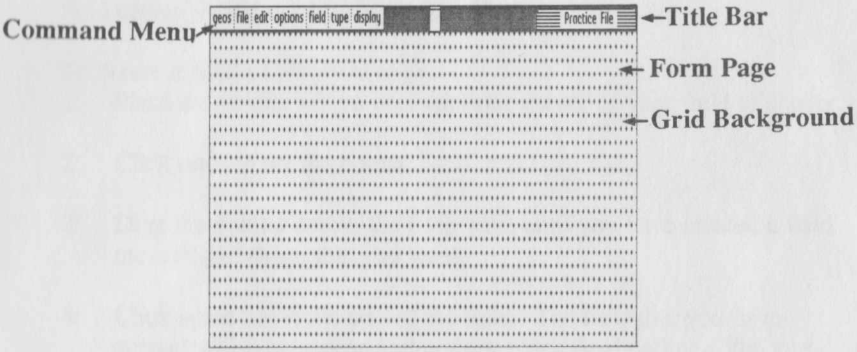
geoFile Form Page

When you first create a geoFile document and name it, what you will see on the screen is the geoFile form page. You should know the basic parts and features of the form page.

If you are using geoFile 64, the form page will appear as follows:


Command Menu
geos
file
edit
options
field
type
display
Practice File
Title Bar
Form Page
Grid Background

If you are using geoFile 128, the form page will appear as follows:


Command Menu
geos
file
edit
options
field
type
display
Practice File
Title Bar
Form Page
Grid Background

The **form page** is a major feature of the screen that you see when you have opened a geoFile document. On the surface of the form page you will design the forms that will contain your database information.

The **grid background** is the background that you see on the form page when you have opened a geoFile document. Use the grid background as an aid when you are designing your geoFile forms. You can change the current background pattern when working with your geoFile forms.

In geoFile 64, the **position indicator** appears at the top left hand corner of the form page. It is made up of three parts. The large hollow black box represents the full page of your form. The smaller red box represents that part of the form that you are currently viewing. The solid black box on the right hand side of the indicator is a "handle" that can be used to move the position indicator to a different place on the form page.

> In geoFile 128, the **position indicator** appears to the right of the command menu. The smaller box within the position indicator represents your location on the page.

Use the position indicator to move quickly from one part of your form to another, distant part.

The **command menu** lies across the top of the form page above the position indicator. Clicking on each item of the command menu causes a sub menu of geoFile commands to appear.

The **title bar** lies across the top of the form page to the right of the command menu. The filename (up to 16 characters) that you have given your geoFile document appears in the title bar. When you change the filename of a geoFile document the new name will appear in the title bar.

The Master Form

All of the information that is stored in your database is contained in fields on a geoFile **Master form.** You design a Master form in three steps. First you create fields. Then you give names to the fields, and finally you choose the sort field. You can also create up to 15 sub layouts for specialized purposes. Sub layouts are made up of portions of the fields in your Master form.

IMPORTANT: Before you can design a form, however, make sure you are in form design mode: select **form design** from the **options** menu.

What Are Fields?

Fields are rectangular areas or boxes, that you create right on your form page. Fields contain the information that you want to store in a database. There are three parts to the fields on your form: the field outline, the field name, and the data that you want to store under that field name.

Create a Field

You can create up to 64 fields on a geoFile form if the individual field sizes are not too large. (In order to have 64 fields on a single form, the field names should not be longer than 50 characters each.)

To create a field on the form page:

1: Place the pointer where you want one corner of your field to appear.

2: Click once to set the corner.

3: Drag the pointer across the form page until you have created a field the size and shape that you want.

4: Click again to set the size of the field. The field that you have created will now appear with a thick black field outline. The grid background will not appear within the field outline.

NOTE: geoFile will not allow you to create a field that overlaps another. If you try to do this, the field outline that you are creating will touch the other field's outline and you will be able to go no further.

Name a Field

Field names are typed into a selected field after it has been created. A field name can be up to 50 characters in length. You can use letters, numbers, or even characters such as % and ? in your field. After you have named a field, click outside of the field outline to de-select it.

To name a field:

1: Select the field that you want to name by clicking once inside that field. A selected field will appear with a thicker border.

2: Type in the field name. The text cursor shows where the field name will appear in the selected fields.

3: Click once outside the field outline to de-select it. The move and re-size tabs (which are explained shortly) will appear inside an unselected field's outline.

IMPORTANT: If you want to use geoFile data with geoMerge to create form letters, your field names will have to consist of alphanumeric characters (letters and numbers) and no spaces. Use a sub layout (see "Create a Sub Layout," later in this chapter) just for use with geoMerge if you need to change some nonalphanumeric field names to the correct format.

Move a Field

After you have created a field on your form you can move it around by using the **move tab.** The move tab appears in the upper left corner of an unselected field. The field's contents will move along with the field.

If the field that you want to move is still selected, click once outside of the field outline to de-select it so that the move tab is visible.

To move a field on the form page:

1: Click once on the move tab. The field's outline will be replaced by brackets, and the pointer will become attached to these brackets.

2: Drag the pointer across the form page, and position the brackets where you want the field to be placed.

3: Click once to reset the field in its new position on the form page. The brackets will disappear, and the field outline and move tab will reappear.

NOTE: geoFile will not allow you to place a field on top of another field. If you attempt to do so more than three times, the operation will abort.

Copy and Move a Field

You may have a particular shape of a field that you want to duplicate many times on your form, or you may have some particular field name and outline that you want to duplicate. Besides using the move tab to move a field, you can also use it to make a copy of a field. This copy can then be moved around on the form page.

To copy a field and move it on the form page:

1: Double-click on the move tab in the field that you want to copy and move. Brackets with the pointer attached to them appear *over* the field outline to indicate that the field is to be copied and moved, and not just moved.

2: Drag the pointer across the form page, and position the brackets where you want the field to be placed.

3: Click once to set the field in its new position on the form page. The brackets will disappear and the field outline and move tab will reappear.

NOTE: geoFile will not allow you to overlap fields. If you try to set one field over even a portion of another field, you will hear a tone from your monitor telling you to reposition the field that you are trying to move. If you do not hear a tone when you try to position a field over another one, you need to turn up the volume on your monitor.

If you continue trying to overlap a field, the operation will abort.

Change the Size and Shape of a Field

After creating a field, you may want to change its size or shape in order to accommodate additional information, or make it look different on your form. To do so, use the **resize tab**, which appears in the lower right corner of an unselected field.

Any data that is stored in a field, including its name, is saved even if you change the size of the field. A single field can be up to 8-1/2 by 11 inches in size.

To change the size and shape of a field:

1: Click once on the re-size tab. Both tabs and the background of the field will disappear and you now will see only the field outline with the pointer attached.

2: Drag the pointer across the form page until the field is the size and shape that you want.

3: Click once to set the field at its new size and shape. This field is now a selected field (it has a thick black outline).

NOTE: geoFile does not allow you to re-size a field so that it overlaps another.

Delete a Field

You can easily delete a field. However, note that if you do so, all data that appears in that field in the Master Layout will become permanently inaccessible.

To delete a field:

1: Click once inside the field that you want to remove from your form. (The field will become selected.)

2: Select **delete** from the **field** menu. The selected field will be removed from your form.

Choose the Sort Field

Before you can go into the data entry mode of geoFile from the form design mode, you must choose one of the fields in your Master form to be the **sort field**. The sort field is used by geoFile as a key when the program stores and recalls the forms in your database. Any field name in your form can act as a sort field. You can change the sort field at any time while you are working on a form. (However, with a large database this can take a relatively long time.)

The geoFile program sorts **text** fields alphabetically. If a sort field has been designated a **number** field, your forms will be sorted numerically.

IMPORTANT: When doing a search using numeric fields, note that "wild card characters," which enable you to search for a range of data at once, do not work in numeric fields. Wild card characters are fully explained in Chapter 6.

To choose a field to be the sort field:

1: Click inside a field outline in your form to select the field. (A selected field appears with a thicker outline.)

2: Select **set sort field** from the **field** menu.

3: A dialog box may appear saying "May require a lot of time. Continue?" Click **OK** to continue, or **Cancel** to halt the operation.

Save a Master Form

When you exit the design mode of geoFile, either to another mode or completely out of the program, your Master form will be saved onto your diskette.

To save a Master form:

- Select **data entry** or **print** from the **options** menu, or...
- Close the file by selecting **close** from the **file** menu. If desired, you can create or open another form, or...
- Return to the deskTop by selecting **quit** from the **file** menu.

Sub Layouts

A **sub layout** is a customized variation of your Master form. The Master form contains all of the fields and information that are stored in your database. A sub layout contains only those fields and data that you want to isolate from the other parts of your database.

Sub Layouts for Address Labels or Index Cards

You need to use a sub layout if you plan to print labels or index cards. Because the procedure for creating such a sub layout involves options described throughout this manual, and because it is most often used for printing, it is covered in "Print to Labels, Index Cards, or Computer Paper," in Chapter 8.

Create a Sub Layout

When you first create a sub layout of a Master form, what you actually create is a duplicate of that Master form. Then you alter this duplicate to meet a specific need, such as the creating a sub layout for address labels or viewing special parts of a large data base. Changes that you make to data entered in the Master form will be reflected in the sub layout, and vice versa. However, changes you make to the *design* of a sub layout (such as deleting fields) will not affect the Master layout.

This sub layout (and any others that you may design) will be saved in the same way that your Master form is saved. (When you enter a different mode in geoFile, your layout is saved.)

To create a sub layout from your Master form:

1: Select **change layout** from the **file** menu. A dialog box will appear containing the names of your Master form and 15 possible sub layouts. Your Master form is listed at the top of the list.

2: Click on one of the Empty Layout items to select it. The layout name that you select will appear in reverse video (the name appears white on a black background).

3: Click on the **new** icon to view this empty sub layout. The program will ask you to give a name to this sub layout.

4: Type in a name for the layout. This name should be different from your Master form name.

5: Press RETURN.

The geoFile grid will reappear containing all of the fields and their arrangement as they appear on your Master form. Notice, however, that the title bar now contains the name of your sub layout with brackets <name> around it. Once you enter a sub layout, you can change its appearance.

Open an Existing Sub Layout

To open an existing sub layout:

1: Select **change layout** from the **file** menu. A dialog box will appear containing the names of your Master form and 15 possible sub layouts. Your Master form is listed at the top of the list. Any other sub layouts that you may have created are listed after your Master form.

3: Click on one of the sub layout names to select it. The layout name that you select will appear in reverse video.

4: Click on the **use** icon to gain access to this sub layout.

The geoFile grid will reappear containing all of the fields and their arrangement as they appear on your sub layout.

You can now delete, move, change the size and shape of, or rename the fields on this sub layout.

Change the Display Appearance

The **display** sub menu in the **command** menu contains several options that enable you to change the way your geoFile screen appears. An * before an option in a menu indicates that the option is selected.

When you first open a geoFile document, the grid background will appear on the screen.

You have the option of changing the way the geoFile screen appears while you are working on your forms. The geoFile grid background pattern can be turned on or off as you wish. You can change the appearance of the display in this way at any time while you are working on a form.

To start with, the geoFile grid background will be on.

To switch the geoFile grid background off:

1: Click on **display** in the **command** menu. Another menu will appear.

2: Click on the **white background** or **gray background** menu item in the **display** menu. This will remove the grid pattern, and leave either a white or gray background.

To switch the geoFile grid background on:
Select **grid background** from the **display** menu.

NOTE: Whatever screen appearance is selected when you save your geoFile document will be used when you later reopen that document.

Change the Screen Background Color

You also have the option of changing the geoFile screen background color from gray to white and back again. To change the screen color click on either the **white,** or **gray** items in the **display** menu.

NOTE: This option is in addition to the screen colors that you can apply from the preference manager (see page 6-12 of your *GEOS User's Manual*).

Automatic Field Alignment

When you move or re-size fields around the form page, you have the option of using the grid as an alignment tool. Switch on this feature to position field outlines on the grid lines, or exactly halfway between the grid lines. If you do not want to uniformly align your fields, switch this feature back off.

NOTE: The geoFile alignment feature will still operate even when the grid background is not visible (i.e., has been switched off).

When you first open a geoFile document, your fields will not align themselves with the grid background.

To use the grid as an alignment tool:
Select **align on** from the **display** menu (or press C= A).

If you don't wish to use the grid as an alignment tool:
Select **align off** from the **display** menu (or press C= A). Any fields that you now do something to (create, move, copy) you will be able to place between the grids.

NOTE: Whatever alignment option is selected when you save your geoFile document will be in operation when you later reopen that document.

Move Around Your Form

When working with geoFile what you see on your monitor screen is only a portion of the entire form page on which you can create your database. You can move from one portion of your form to another with the help of the **position indicator**, or by using geoFile's scrolling feature.

Use the position indicator to move quickly from one part of the form page to another. In geoFile 64, the position indicator is located in the upper left hand corner of the form page and is made up of three parts: the indicator outline, the viewing window, and the moving handle.

To move from one portion of your form to another using the geoFile 64 position indicator:

1: Click once inside the black outline of the position indicator. This outline represents the full page of your form. The small red box (viewing window) will turn blue and become attached to the pointer.

2: Drag the small box, or viewing window, to that portion of the page that you want to work on. The viewing window represents that part of the form that you are currently viewing.

3: Click again. A new portion of the form page will appear on the screen.

If you are using geoFile 128, you will note that the position indicator appears at the top of the screen to the right of the command menu. It is made of two parts: the indicator outline and a smaller rectangle representing the viewing window.

To move from one portion of your form to another using the geoFile 128 position indicator:

1: Click once inside the outline of the position indicator. The smaller rectangle within will become attached to your pointer.

2: Position the smaller rectangle at the desired destination and click. You will be moved to the place you selected.

Move the geoFile 64 Position Indicator

In geoFile 64, the position indicator itself can be moved around on the form page. The page indicator has no effect on how the fields in geoFile function; they can be created, moved, and so on right where the position indicator is located. However, for ease of viewing or working, you may wish to move the position indicator to a different place on the form page. Click on the moving handle located on the right hand side of the position indicator and drag the indicator wherever you want to on the screen.

geoFile does not allow you to drag the position indicator completely off of the form page. When moving the position indicator, the handle always remains visible on the form page. You can, however, switch the position indicator off completely, and thereby remove its image from the screen.

To move the position indicator itself:

1: Click on the solid black box or "handle" located on the right hand side of the position indicator outline. The pointer will become attached to the handle.

2: Drag the position indicator to wherever you want it to appear on the form page.

3: Click again to drop the position indicator where you want it placed.

Switch Off and On the Position Indicator

To switch off the position indicator:
Select **hide indicator** from the **display** menu (or press C= L).

NOTE: The **hide indicator** menu item will become the **show indicator** menu item when you switch the position indicator off.

To switch the position indicator on:
Select **show indicator** from the **display** menu (or press C= L).

NOTE: The **show indicator** menu item will become the **hide indicator** menu item when you switch the position indicator on.

Scroll Around Your Screen

You can move around on the form page by using geoFile's **scrolling feature**. Scrolling is most effectively used if you do not wish to move a great distance on your form, or if you wish to look at your form design and data as you move.

To scroll around your screen:
Simply move the pointer to one of the edges of the geoFile screen. You will scroll in that direction until you come to the end of the form page, or until you move the pointer back toward the middle of the screen.

Use Page Preview to Move Around Your Form

geoFile has a page preview option that lets you view your entire form, and the layout of your fields at one time. You can also use page preview to move to different parts of your form.

To use page preview to move to a different part of your form:

1: Select **preview** from the **file** menu (or press C= O). The preview window will appear showing the entire layout of your form.

2: Click once inside the preview window in the place to which you want to move. The screen behind the preview window will now display this new portion of your form.

3: Click once outside the preview window. The window will disappear.

Answers to Chapter 4 "What If...?"

1) **What are the three steps in designing a geoFile form?**
Creating fields, entering field names, and selecting a sort field.

2) **What is a field?**
A rectangular area, or box that you create on the form page of your geoFile form. Fields contain the information that you want to store in your database.

3) **Can I move fields around on the form page after I have created them?**
Yes. You can move any of your created fields at any time while you are in the form design mode of geoFile.

4) **Can I change the size and shape of fields?**
Yes. You can change the size and shape of your fields at any time while you are in the form design mode of geoFile.

5) **What is the largest size field that I can have on my form?**
8-1/2 by 11 inches is the largest size field that you can create on your form. This is also the largest form size.

6) **How long can a field name be?**
50 characters maximum. You can use any characters in a field name.

7) **Can any one of the fields on my form page act as the sort field?**
Only fields that contain text or numeric characters.

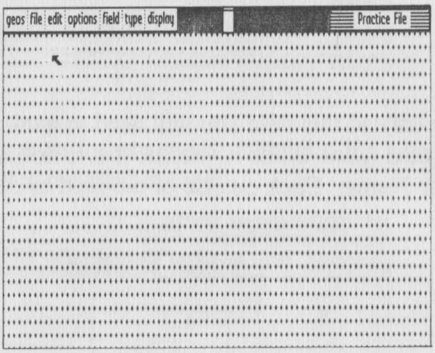
8) **Can I turn off the geoFile grid background?**
Yes. If you do not want to see the geoFile grid background you can turn it off.

9) **Can I move to another part of my form page any way other than by moving the pointer to one of the screen edges?**
Yes. You can use the position indicator to move quickly around your form page or you can use the page preview.

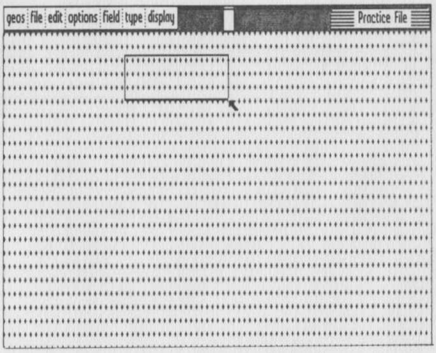
Practice for Chapter 4

It will be important for you to practice creating fields, naming them and moving them around your form page so that you can become familiar with this aspect of geoFile operation.

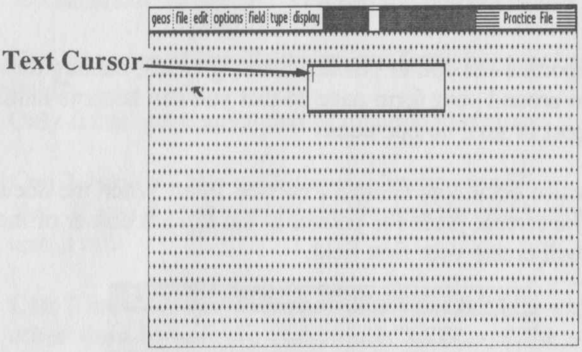
Create a practice document entitled **Practice File**. When the document appears on the screen, place the pointer at the top left corner of the form page. You will create your first field.


geos
file
edit
options
field
type
display
Practice File

Click once to set the corner of the field, and drag the pointer across the screen until you have created a field that is about 2 by 10 grids in size.

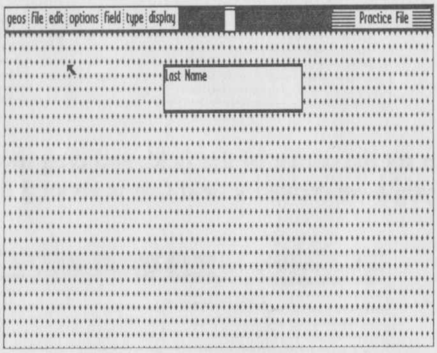

geos
file
edit
options
field
type
display
Practice File

When the field is the size you want, click again to set the corner.


Text Cursor

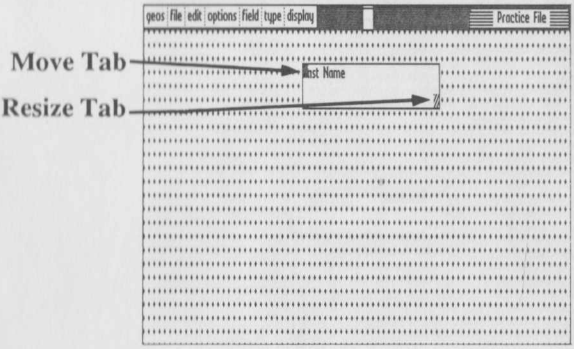
geos
file
edit
options
field
type
display
Practice File

After you have created this field you will need to name it. Make sure that the field is selected (click inside its outline if it is not), and then type in the field name **Last Name**. Click outside of the field to deselect it.

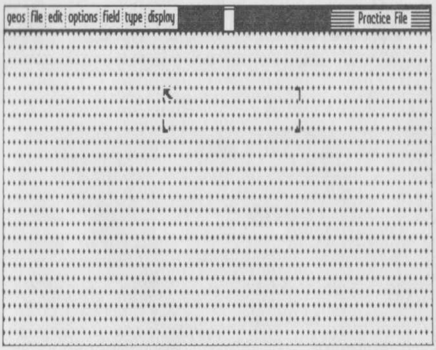

Last Name

geos
file
edit
options
field
type
display
Practice File

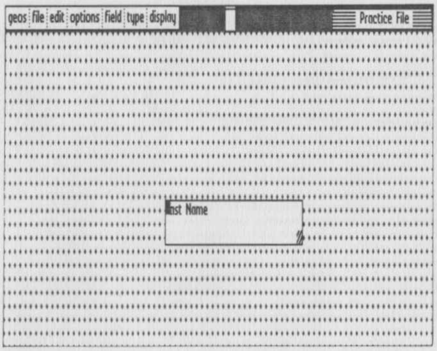
After you give a name to a field, click outside the box. The move and resize tabs will appear inside the field outline.


geos
file
edit
options
field
type
display
Practice File
Move Tab
st Name
Resize Tab

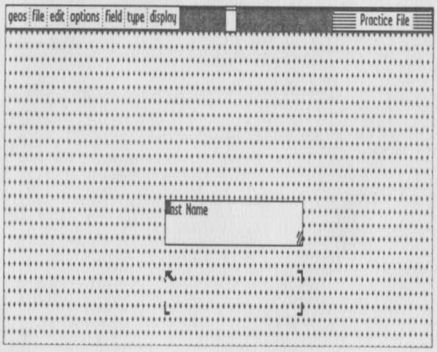
Move the pointer over the move tab and click. You should see a pair of brackets in place of the field outline.


geos
file
edit
options
field
type
display
Practice File

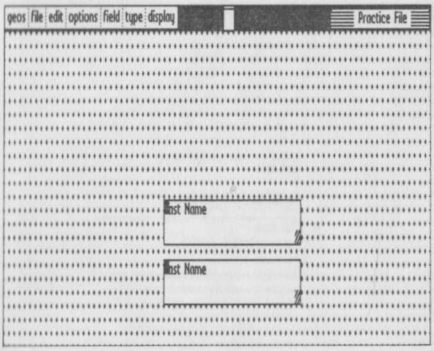
Drag the pointer straight down the form page three grid lines or so. Click again to set the field down in its new position.


geos
file
edit
options
field
type
display
Practice File
Last Name

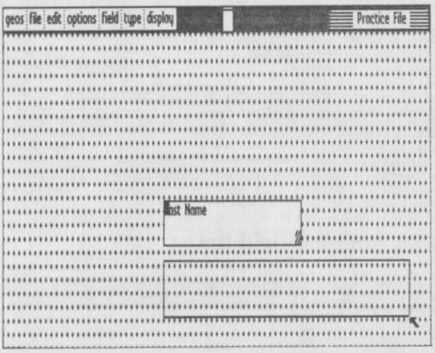
You can also use the move tab to copy a field so that you can move it around the form page. Double-click on the Last Name field move tab to copy it.


geos
file
edit
options
field
type
display
Practice File
Last Name

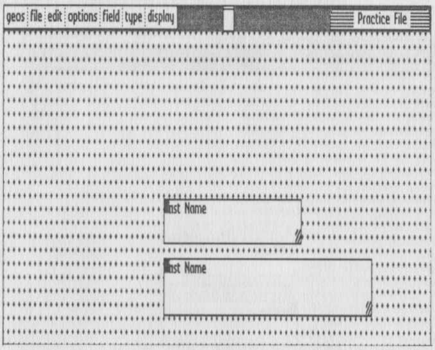
Drag this copy down below the Last Name field about three grid lines, and click to set it down.


geos
file
edit
options
field
type
display
Practice File
Last Name
Last Name

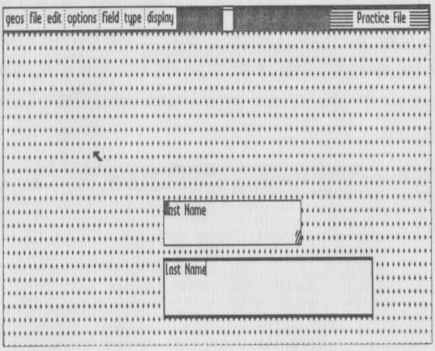
The re-size tab can be used to change the size and shape of the fields that you have created. Click once on the re-size tab of the lower field. Both the move and re-size tabs will disappear. The pointer will become attached to the lower right hand corner of the field outline. Drag the pointer out to the right about six grid lines, and then down a couple of grid lines.


geos
file
edit
options
field
type
display
Practice File
Last Name

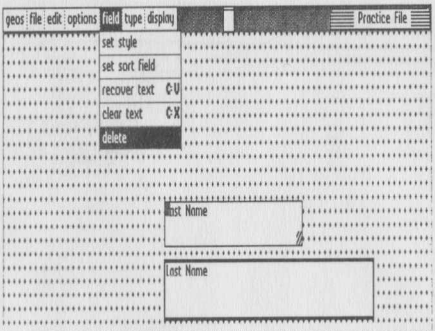
Click to set the size of the field.


geos file edit options field type display
Practice File
Last Name
Last Name

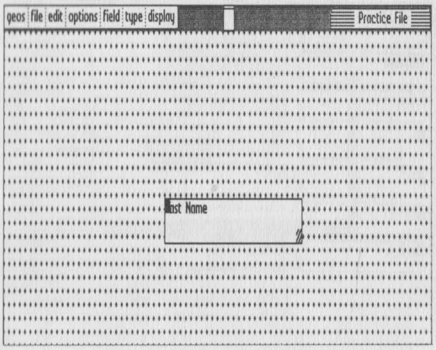
Now you can try your hand at removing, or deleting a field from your form. Click once inside of the large Last Name field to select it.


geos file edit options field type display
Practice File
Last Name
Last Name

Click on **delete** menu from the **field** menu.

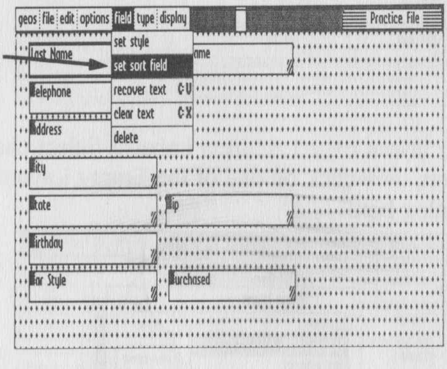

geos file edit options field type display
Practice File
set style
set sort field
recover text C-U
clear text C-X
delete
Last Name
Last Name

The field that is selected (in this case the larger of the Last Name fields) will be deleted from your form.


geos
file
edit
options
field
type
display
Practice File
ast Name

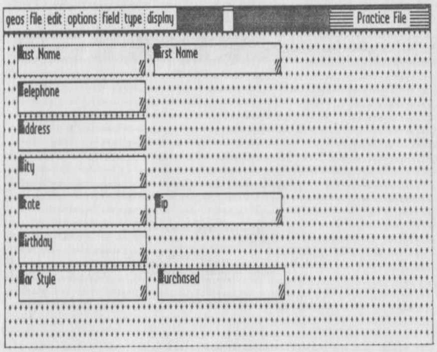
Practice now creating your own fields, naming them, moving them around, copying them, changing their size and shape, and deleting them from your form. Leave the original Last Name field on the form, however, for the next section of practice.

After you have designed your form the way that you want it, you will need to select a sort field. Select the Last Name field that you created previously by clicking inside of its outline. Now click on **set sort field** from the **field** menu.

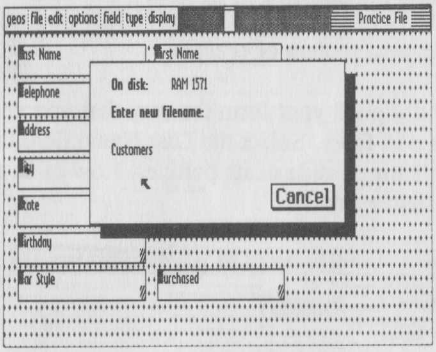

geos
file
edit
options
field
type
display
Practice File
set style
set sort field
recover text C-U
clear text C-X
delete
Last Name
ame
elephone
ddress
ity
tate
ip
irthday
ar Style
urchased

Set Sort Field

The sort field's outline has a cross hatched rather than a solid appearance.


geos file edit options field type display
Practice File
Last Name
First Name
Telephone
Address
City
State
Zip
Birthday
Car Style
Purchased

For the purposes of the following examples in this manual, change the name of your **Practice File** to **Customers**. Select **rename** from the **file** menu.

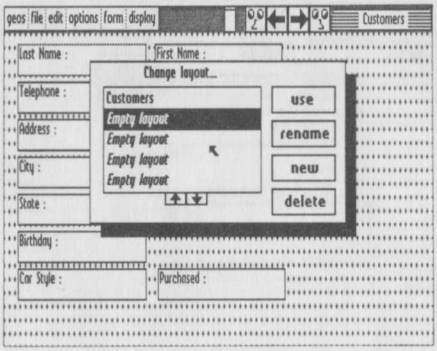

geos file edit options field type display
Practice File
Last Name
First Name
Telephone
Address
City
State
Birthday
Car Style
Purchased
Cancel

On disk: RAM 1571

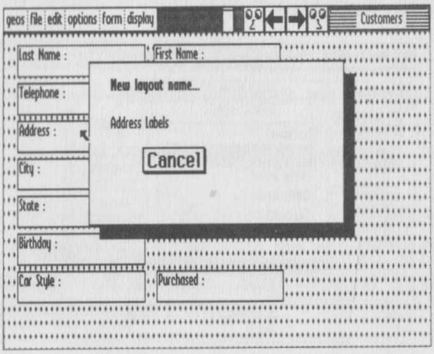
Enter new Filename:

Customers

Now create a sub layout called Address Labels. Select **change layout** from the **file** menu, then click on one of the Empty Layout items in the change layout dialog box.


geos file edit options form display
Customers
Last Name :
First Name :
Telephone :
Address :
City :
State :
Birthday :
Car Style :
Purchased :
Change layout...
Customers
Empty layout
Empty layout
Empty layout
Empty layout
use
rename
new
delete

Click on the **New** icon. Type the name **Address Labels** into the dialog box that appears.

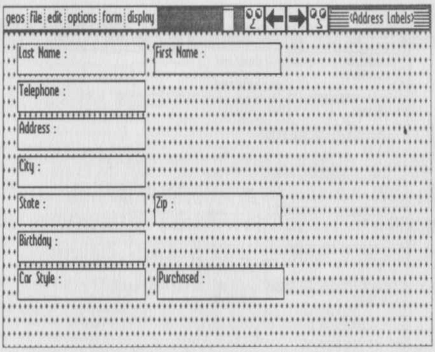


geos
file
edit
options
form
display
Customers
Last Name :
First Name :
Telephone :
Address :
City :
State :
Birthday :
Car Style :
Purchased :
Cancel

New layout name...

Address Labels

Press RETURN . A form like your Master form appears, but with the name Address Labels (enclosed in brackets) in the title bar.



geos
file
edit
options
form
display
«Address Labels»
Last Name :
First Name :
Telephone :
Address :
City :
State :
Zip :
Birthday :
Car Style :
Purchased :

Chapter 5: Data Entry: Putting Information into Your Forms

Introduction

Storing, sorting, and recalling information is what you want your database to do for you. After you have designed a form, you put information into the fields that you created in Chapter 4. As your database grows, you will want to add more forms (i.e., records) to your database, and be able to "page" through and look at your forms and the data stored in them. You may also sometimes want to remove a particular form from your database. Chapter 5 examines these functions of geoFile.

Objectives

After you have completed Chapter 5 you should know how to:

- Enter the data entry mode of geoFile and type data into your fields.
- Add more forms to your database.
- Look through your forms.
- Remove a form from your database.

Key Terms

data entry mode
text cursor

"What If...?"

1) What are the three steps involved in entering information into my geoFile form?

2) Can I only use the mouse or joystick pointer to move between fields?

3) How much data can I enter into one field?

Data Entry Mode

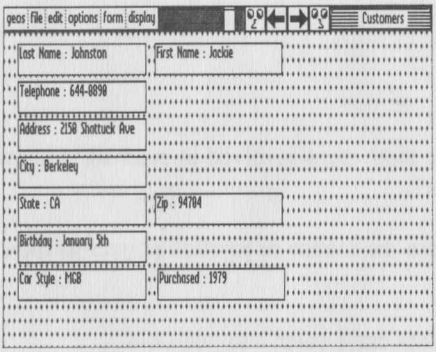
After you have designed a form, you will be ready to start typing information into it. There are three steps to entering information (i.e., data) into your forms.

First, enter the **data entry mode**. Then select one of the fields on your form into which you want to type information. Finally, using the keyboard, type in the information that you want to store in that field.

Entering geoFile's data entry mode allows you to select a field on your form and then type in the data that you want to store under that particular field's name. When you enter data entry mode, you will notice that the fields that you see on the geoFile form page in the data entry mode are the same as those that you have created in the form design mode. The only difference in the appearance of fields in the data entry mode is that the move and re-size tabs do not appear inside the field outlines as they do in the form design mode.

To enter the data entry mode:
Select **data entry** from the **options** menu.

Data entry mode appears as follows:



Last Name : Johnston
First Name : Jackie
Telephone : 644-0890
Address : 2150 Shattuck Ave
City : Berkeley
State : CA
Zip : 94704
Birthday : January 5th
Car Style : MGB
Purchased : 1979

Select a Field for Data Entry

Once you are in the data entry mode you can select a field and begin to type information into it.

To select a field:
Select a field by clicking once inside its outline. A selected field will have an outline that is thicker than the other field outlines.

Type in the Data

Once you have selected a field you can begin to type information into it. The **text cursor**, which appears in a field when it is selected, shows where the characters that you type in will appear in the field. If the cursor disappears while you are typing in characters into a field, geoFile is attempting to fit the characters into a field that is too small. The field will, however, contain all the characters that you have typed into it though you may not see all of them on the screen.

You can enter up to 200 characters of data into a field.

To type information into a selected field:
Simply begin typing.

To change information in a selected field:
Backspace over the data by pressing the INST/DEL key, then type the new data.

NOTE: You can also move the cursor around by clicking anywhere on the data.

Use the Cursor Keys to Move Between Fields

By using different combinations of the C= , SHIFT , and cursor keys you can move quickly between the fields on your form without taking your hands off the keyboard.

Press C= and:	*To move:*
→	**right** one field
↓	**down** one field
SHIFT ←	**left** one field
SHIFT ↑	**up** one field

NOTE: Use the RETURN key by itself (i.e., without the C= key) to move down one field.

Move up one field by pressing C= RETURN.

Add More Forms to Your Database

More forms (i.e., records) with the same form design can be added to your database, allowing you to store different sets of related information. Depending on the amount of space on your work disk, your database can grow to 3000 forms. When you add a new form to your database, the previous form that you were working on is saved, along with any information that you entered into that form. Each form that you create is sorted alphabetically (or numerically for number fields) in the database as soon as it is saved. The sorting of your forms depends on the sort field that you specify when you design the form.

To add a new form to your database:
Select **new form** from the **form** menu (or press C= N).

Delete a Form from Your Database

To delete a form from your database:
Select **clear form** from the **form** menu (or press C= Z).

The current form will be cleared of its data, and if desired, you can reenter information. If not, this blank form will be deleted when you go to another form, mode, or when you exit the database.

Look Through Your Forms

You can look through the forms into which you have entered data. You can either go forward or backward alphabetically (or numerically) through the forms that you have saved.

To look forward through your forms:
Click on the **next** form icon (the arrow pointing to the right at the top of the form page). Each time you click, you will advance one form through your database.

To look backward through your forms:
Click on the **previous** form icon (the arrow pointing to the left at the top of your form page). Each time you click on this icon you will go back one form through your database.

Answers to Chapter 5 "What If...?"

1) **What are the three steps involved in entering information into my geoFile form?**
Enter data entry mode, select a field, type in the information.

2) **Can I only use the mouse or joystick pointer to move between fields?**
No. You can also use the keyboard CRSR keys.

3) **How much data can I enter into one field?**
200 characters maximum.

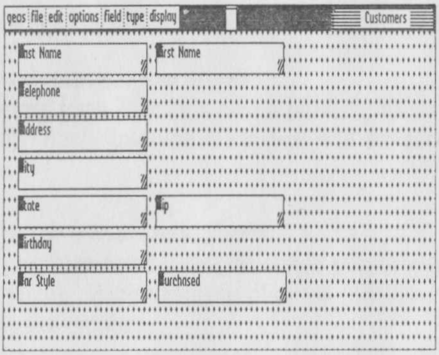
Practice for Chapter 5

You should already know how to create fields in your database forms, give them names, and move them around from your reading in Chapter 4. In Chapter 5 you learned how to enter data into your fields. Now combine these two aspects of geoFile program operation by creating a customer database that might be used by a car dealer.

First, open your geoFile document called **Customers** that you created in Chapter 4. Make sure that you have these 11 fields on your form page:

Last Name
First Name
MI
Address
City
State
Zip
Telephone
Birthday
Car Style
Purchased

One way to arrange these fields on your form is illustrated below:


geos
file
edit
options
field
type
display
Customers
ast Name
irst Name
elephone
ddress
ity
tate
ip
irthday
ar Style
urchased

You selected the Last Name field as your sort field in Chapter 4 (its field outline should appear cross-hatched) so that your forms will be stored in your database alphabetically by last name. You can, of course, choose any of the fields on your form to be the sort field.

This form is your Master form layout for the **Customers** database.

If you want to examine just a portion of the fields and data in your database, you will want to create a sub layout from your Master form.

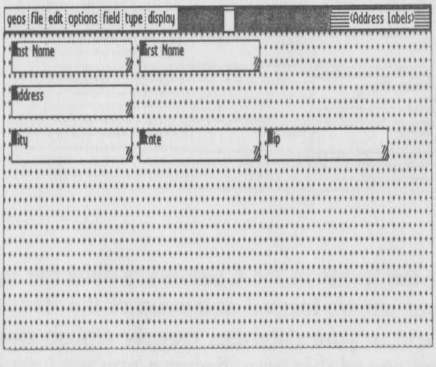
Suppose you want to isolate just the name and address information in your database in order to print out address labels. First, select **change layout** from the **file** menu, then select an empty layout and call it **Address Labels**, just as you did in Chapter 4. Working within this sub layout, delete the following fields:

Telephone
Birthday
Car Style
Purchased

leaving just the fields:

Last Name
First Name
Address
City
State
Zip

Now you can arrange these remaining fields on your form in an address label format like the one illustrated below:



This is a form design that you can use to look at, or print out address labels that are based on the information contained in your **Customers** database.

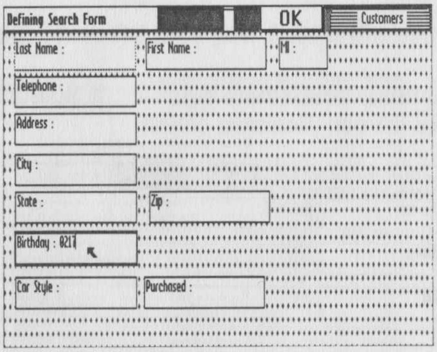
After designing this sub layout, return to your Master form **Customers** by selecting **change layout** from the **file** menu, and then selecting **Customers** from the dialog box that appears. While you are in the form design mode of geoFile, select the Birthday field as a number field by then selecting **number field** from the **type** menu. This will be important later in the next chapter.

Now get into the data entry mode of geoFile by selecting **data entry** from the **options** menu. Select each field in turn and enter appropriate data into each of them. Use this information about yourself, a friend or family member, or just make it up.

IMPORTANT: For this example, be sure to put in a four digit number in the form MonthDay in the Birthday field (0217 would be February 17; 1105 would be November 5).

After filling up a form with data, create a new, blank form by clicking on the **new form** menu item in the **form** sub menu. Fill up 10 forms in your database in this way.

IMPORTANT: Have two of your forms contain **0217** as the data item in their Birthday fields. Have one of these forms also have a Last Name of **Smith**.



Birthday : 0217

Now look through the forms in the **Customers** database by clicking on the left or right pointing arrows located at the top of the form page. Notice how your forms are stored in your database, namely alphabetically by last name. They are stored and sorted this way, because you set Last Name as the sort field.

Chapter 6: Recalling Information

Introduction

Chapter 6 contains the information that you need to search through your geoFile forms, and recall the data that you want.

Objectives

After reading this chapter you should know how to:

- Enter the search mode of geoFile.
- Create and use a search form.
- Perform a conditional search.
- Use "wild card" characters in a search operation.

Key Terms

search form
conditional search
"wild card" character

"What If...?"

1) Does a search form look like a form in the form design mode?
2) Can I search for numerical data in a geoFile search operation?
3) Can I use the "wild card" character (*) as part of a data item in a field of my database?

Search Mode

The information and data that is stored in your database will be most useful to you if you can search through your forms and recall those forms that have the particular information that you want. You can recall forms that share just one bit of information in common, or several.

You can also recall forms that have numerical data that is:

- greater than,
- less than,
- greater than or equal to,
- less than or equal to, or
- not equal to

a particular value that you define (type into a field) in your search form.

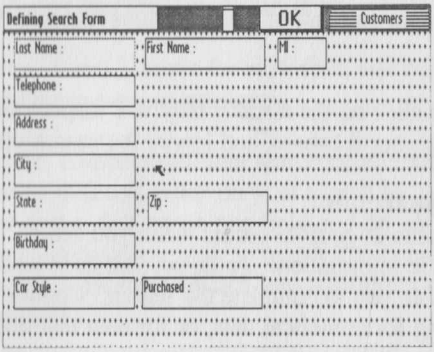
You can even use the wild card characters **?**, *****, and **!** to match either groups of, or single characters in fields of your database.

The **search form** is the key to data item searches that you want to conduct through your geoFile database.

To enter search mode and create a search form:
Select **create search form** from the **form** menu.

NOTE: The search form looks much like the geoFile design form you are currently using, except that the search form initially does not contain any data in its fields.

The search form appears as follows:



Use a Search Form

Once you have created a search form, you can define the information that you want to search for in your geoFile forms. In a regular search operation, the program searches for and recalls those forms that match the data items that you type into the fields of your search form.

For example, if you type **Smith** into a field called **Last Name** in your search form, geoFile will recall all of those forms in your database that have Smith as the data item in the Last Name field. You can also have the program match the data in more than one field at a time. You define a search data item by typing it into a field in your search form.

To search for specific data items:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type data that you want to match with data that is stored under that same field name in your database into the selected field. For example, to search for all first names of Festus, enter **Festus** in the First Name field.

3: Repeat steps 1 and 2 above for each additional field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all of the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the search form page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

NOTE: Do not click on the arrows; they will display the previous or next form in your database, and ignore the search operation.

Conditional Searches

A conditional search in geoFile occurs when you search for a range of data rather than specific information. To do so, you need to enter special characters to enable you to complete the search. Conditional searches are ideal for searching for numerical data, or for data that does *not* match the data you enter.

The symbols or characters used in conditional searches are:

>data	...recalls fields greater than data ("data" can be anything)
<data	...recalls fields less than data
<=data	...recalls fields less than or equal to data
>=data	...recalls fields greater than or equal to data
<>data	...recalls fields not equal to data

Use the keys **&** and **%** to combine two of the above conditionals in a search. For example, let's say that you type the following into a field called Age on your search form:

Age: <30&>=21

Click on the **OK** icon. When you then click on one of the search icon faces, geoFile will search through your database and recall all of those forms whose Age fields have data that is less than 30 and greater than or equal to 21. In other words, you could recall the records in a personnel file of those persons who are between 21 and 29 years of age. (Actually you would recall all records which have an Age field data of between 21.0 and 29.999....)

To recall all data whose values are not the same as the search data items that you define in a search form:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type the characters <> into the selected field. After these characters type in the data that you want *not* to match data in your database. For example, to search for the first name of anyone *not* named Festus, enter **<>Festus** into the First Name field.

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

NOTE: You can combine different search conditionals as different search items in different fields on your search form. For example, recall forms that match one field *and* do not match another by typing the data you want to match into one search field, and the data you want to not match into a different field, preceded by the characters <>.

4: Click on the **OK** icon after you have defined all the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall data items whose value is greater than a value that you define in your search form:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type the character > into the selected field. After this character, type in the value that you want geoFile to use in its conditional search through your database (e.g., **>30**).

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

NOTE: Remember that you can combine more than one conditional in a search operation by typing the conditionals into different fields on your search form.

4: Click on the **OK** icon after you have defined all the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall data whose value is less than a value that you define in your search form:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type the character < into the selected field. After this character, type in the value that you want geoFile to use in its conditional search through your database (e.g., <30).

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall data whose value is greater than or equal to a value that you define in your search form:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type the characters >= into the selected field. After these characters, type in the value that you want geoFile to use in its conditional search through your database (e.g., >=30).

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall data whose value is less than or equal to a value that you define in your search form:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type the characters **<=** into the selected field. After these characters, type in the value that you want geoFile to use in its conditional search through your database (e.g., **<=30**).

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all of the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To define two conditionals in the same field on your search form using the & (and) character:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type one of the conditionals, **<>**, **<**, **>**, **<=**, **>=** into the selected field.

3: Type in a value that you want to be governed by this condition.

4: Type the character **&**.

5: Type in another conditional, **<>**, **<**, **>**, **<=**, **>=**.

6: Type in a value that you want to be governed by this second conditional. For example, to search for all numbers greater than 20 and less than 30, you would enter **>20&<30**.

7: Repeat steps 1 through 6 for each field and conditional that you want to define in your search form.

8: Click on the **OK** icon after you have defined all the conditions of your search.

9: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To define two conditionals in the same field on your search form using the % (or) character:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type one of the conditionals, <>, <, >, <=, >= into the selected field.

3: Type in a value that you want to be governed by this condition.

4: Type the character %.

5: Type in another conditional, <>, <, >, <=, >=.

6: Type in a value that you want to be governed by this second conditional. For example, to search for all numbers either lower than 12 or higher than 40, enter **<12%>40.**

7: Repeat steps 1 through 6 above for each field and conditional that you want to define in your search form.

8: Click on the **OK** icon after you have defined all the conditions of your search.

9: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

Use "Wild Card" Characters

Another way to search for a range of data is by using "wild card" characters: **?** (question mark), the ***** (asterisk), and the **!** (exclamation point). geoFile does not interpret, or read a wild card character in the same way as it interprets a regular character in a search form.

Note that wild card characters do not work in a field that has been designated as "numeric."

Use the ?

When the program encounters a **?** in a field of the search form, it will substitute any character for the **?** as it searches for the matching forms in your database. For example, if you search for **9470?**, geoFile will recall all of those forms in your database whose Zip fields contain the data 94700, 94701, 94702,...94709. (Also, any forms that have data in their Zip fields such as 9470A, 9470x, etc. will also be recalled.)

To match any single character in a search data item:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type a **?** (question mark) in place of a single character in a search data item in your search form (e.g., **F?stus** to search for **Festus** or **Fastus**).

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all of the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

Use the *

When the program encounters an * in a field of your search form, it will substitute any one or more characters for the * as it searches through the forms in your database. For example, if you search for **Fes*** geoFile will recall all of those forms in your database whose Last Name fields contain data which begin with the letters **Fes**. This might include names such as **Festus**, **Festoon**, **Fessup**, etc. (Also any forms that have data in their Last Name fields such as Fes7, Fes+PoPo, Fes/123 etc., will also be recalled.)

You could also search for any last names that contain an "**a**" in them by typing ***a*** into the Last Name field of a search form.

To match any series (or string) of characters in a search data item:

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type an * (asterisk) in place of a series of characters in a search data item in your search form. The program will substitute any series of characters in a selected field of your database in place of the * character that you type into a field in your search form.

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all of the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

Use the !

If the ! (exclamation point) is typed in before either a ?, an * (or even another !) in a search data item, geoFile will interpret the ?, or * literally. In other words, you can use (and search for) the characters ?, *, and ! in data items of your database. For example, if you search for !*, geoFile will recall all of the forms in your data base that have an * as the data item in that field.

*To use and recall data items in your database that contain the characters ?, *, or !:*

1: Select a field in your search form by clicking once inside its outline. (The outline of a selected field will appear thicker than the other field outlines.)

2: Type the character ! into the selected field in front of any character (?, *, !) of a search data item in your search data form (e.g., **Workers of the world, unite!!** to search for the phrase "Workers of the world, unite!") The ! tells the program to take literally the character immediately following it, and not treat that character as a wild card character.

3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

4: Click on the **OK** icon after you have defined all the conditions of your search.

5: Click on either of the two **search** icon faces at the top of the data entry page to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

Answers to Chapter 6 "What If...?"

1) **Does a search form look like a form in the form design mode?**
Yes, except that data items do not appear in your fields while you are in the search mode.

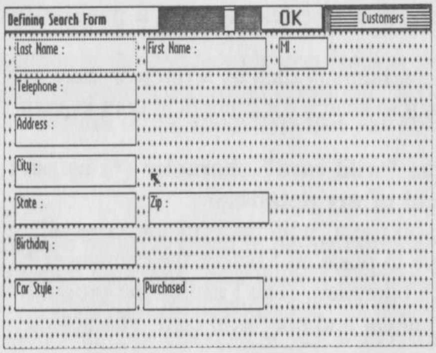
2) **Can I search for numerical data in a geoFile search operation?**
Yes. Using conditionals such as > (greater than) and < (less than) are a good way to search for numerical data in your database.

3) **Can I use the "wild card" character (*) as part of a data item in a field of my database?**
Yes. But if you use a "wild card" character as all, or part of a data item, you have to place an ! before the characters *, ?, or ! if you are using a search operation. The ! causes the program to recognize the *, ?, or ! as regular and not "wild card" characters.

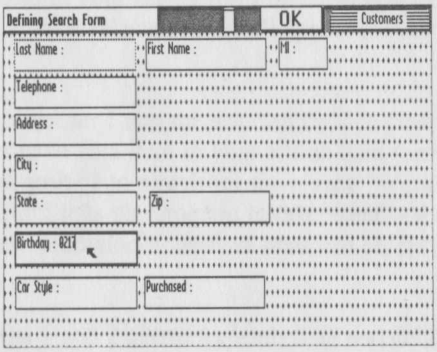
Practice for Chapter 6

After reading about search operations in geoFile, you should practice with the different commands to see how they work. Use the sample database for a car dealer that you created in the practice section of Chapter 5.

Open the geoFile document entitled **Customers** that you created in Chapter 5. Select **create search form** from the **form** menu. A search form in which you can define search data items will appear on the screen. It looks like your regular form, containing the same layout, field outlines and field names. The only difference is that data items do not appear in any of the fields and an **OK** icon appears at the top of the page.

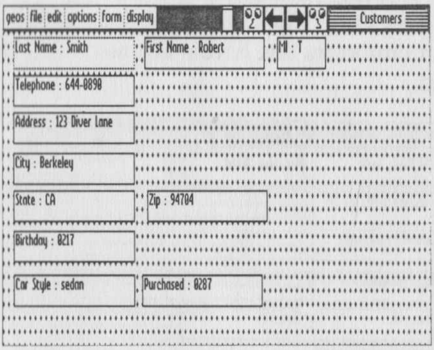

Defining Search Form
OK
Customers
Last Name :
First Name :
MI :
Telephone :
Address :
City :
State :
Zip :
Birthday :
Car Style :
Purchased :

As an example of a search operation that you could perform on your customer list, try to recall all of the forms in your database that have a birthday on February 17. To do this, type **0217** into the Birthday field on your search form:


Defining Search Form
OK
Customers
Last Name :
First Name :
MI :
Telephone :
Address :
City :
State :
Zip :
Car Style :
Purchased :

Birthday : 0217

Click on the **OK** icon, then click on one of the **search** icon faces that appear at the top of the search form page. By clicking on one of these icons, you will recall any forms in your database that have February 17 (typed into the field in the form MonthDay) as the data item in their Birthday fields.



Last Name : Smith
First Name : Robert
MI : T
Telephone : 644-0890
Address : 123 Diver Lane
City : Berkeley
State : CA
Zip : 94704
Birthday : 0217
Car Style : sedan
Purchased : 0287

If you want now to page through the forms that have been recalled, click on either the left or right pointing faces at the top of the form page. (Do not click on the arrows; they will move to to the next or previous form in your database, ignoring the search form mode.) If you created two forms that only contain Birthday data items of **0217**, as was suggested in the Chapter 5 practice, you will alternate between these two forms when you click on the faces.

The above was an example of a regular search for a specific item of data in your database — the birthday February 17.

Now, instead of a specific day, you want to recall the forms in your database that satisfy some special condition. Still using the example of a car dealer, let's say that you want to send a birthday card to each of your customers whose birthday is in February.

Enter the search mode again and type the following into the Birthday field:

>=0201%<0301

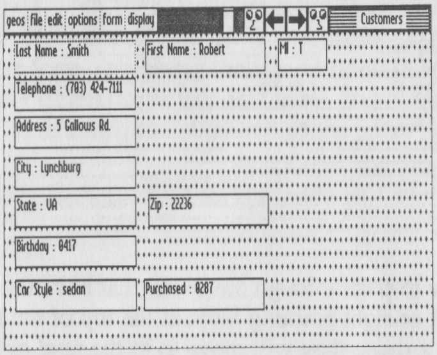
and click on the **OK** icon. When you click on one of the **search** icon faces, all of the forms of customers whose birthdays are in February (Month of **02**) will be recalled.

NOTE: Another way to accomplish the same thing would be to type **02*** into the Birthday field.

To practice using wild card characters in searches, type the following into the Last Name field, after you have entered the search mode:

S*

and click on the **OK** icon. Click on one of the **search** icon faces. All of the forms of your customers that have a last name that starts with the letter S will be recalled.



Last Name : Smith
First Name : Robert
MI : T
Telephone : (703) 424-7111
Address : 5 Gallows Rd.
City : Lynchburg
State : VA
Zip : 22236
Birthday : 0417
Car Style : sedan
Purchased : 0287

If instead of the first example above you had typed the following into the Birthday field:

021?

all of the forms with birthdays between February 10 and 19 would be recalled after you clicked on one of the **search** icon faces.

Chapter 7: Changing Information

Introduction

Chapter 7 provides you with the instructions you need to change information in your geoFile forms.

Objectives

After reading this chapter you should know:

- The two methods which you can use to change information in geoFile.
- How to create a search form so that you can automatically update information in your database.
- How to use conditionals and "wild card" characters in search data items when you want to search for and update information.
- What the geoFile replacement options are, and how to choose one.
- How to manually change the information in your database.

Key Terms

replace with character, @
replacement option

"What If...?"

1) Does the search form that I use to change information in my geoFile database look different from the search form that I use just to locate that information?

2) Can I use the same conditionals in a search and replace operation that I use in a search operation?

3) Can I change information in only one form at a time using a search and replace operation?

Ways to Change Information

Most of the information in your databases will be information that can change, such as an address. Because of this, you will need to know how to easily change the information that is stored in your geoFile forms.

You enter information into your database while you are in the data entry mode of geoFile, which you can enter by selecting **data entry** from the **options** menu. Information is changed while you are in the data entry mode as well.

Changing the information in a form involves two steps. First you search for the form that has the information that you want to change or update. Then you can either manually change the information, or by typing a special character into the search data items of your search form you can automatically change information.

Manually Change Information

You can easily change information in your geoFile forms manually. First, recall a form either by paging through your forms with the search icons located at the top of the form page, or use a search operation to locate fields that share certain data items (see Chapter 6). Now you can delete information in a selected field by pressing the INST/DEL key one time for each character that you want to delete. Once you have deleted the unwanted information, simply type new information into that field.

You can delete all of the information stored in the currently displayed form by selecting **clear form** from the **form** menu.

To manually change information stored in your database:

1: Make sure you are in data entry mode: select **data entry** from the **options** menu.

2: Recall the form you need: select **create search form** from the **form** menu, and enter the search data.

3: Click **OK**. When you are returned to your database, click on one of the **search** icon faces to begin the search.

4: When the form you need is displayed, click once inside the field outline to select the field whose information or data you want to change. A selected field has a thicker outline than the other fields on your form.

The text cursor appears after the last character of the data item in the selected field.

5: Press the INST/DEL key once for each character in a data item that you want to delete.

6: Type in the new information that you now want to store under that field name. When you move to a new form, or have finished using the geoFile program and return to the deskTop, the new information that you typed in will be saved with that form.

Automatically Change Information

Use a search and replace operation to automatically change information in your database. You can change:

- one data item at a time,
- more than one data item at a time,
- the data items in the form on which you are currently working,
- the data items in all the recalled forms of your database, and
- data items by using conditionals or wild card characters in a search and replace operation, just as you use them in a simple search operation.

Automatically changing information in your database form can be much faster and more accurate than changing that same information manually.

The key to automatically changing the information in your geoFile forms is the **replace with** character, or the @ character. When used in a search data operation, the @ character tells the program to replace the data in the field of a recalled form with whatever data is typed in after the @ character in your search form.

For example, if you type the following into a field entitled State on your search form:

Calif*@CA

geoFile will:

- recall all of the forms in your database that have Calif (or California, Calif1234, etc.) in their State field,

- give you the option to replace Calif with CA in this form only, or on all the recalled forms, then

- make the type of replacement you specify.

You can, of course, define several search and replace fields on the same search form. You can also use conditionals and wild card characters in a search and replace operation just as you use them in a search operation. For example, if you type the following into a field entitled **Price/Earnings Ratio** (price/earnings ratios are used by stock brokers and analysts to indicate the relationship between the per share price of a corporation's stock, and the corporation's yearly earnings):

<=15

and the following into a field entitled **Possible Buy?**:

@Yes

the program will recall all of the forms in your database that have a data item in the Price/Earnings Ratio field of 15 or less. When you select one of the replacement options **in this form, replace** or **in all forms, replace** from the **form** menu, the program will replace whatever data may be stored in the Possible Buy? field of either this current form, or of all of the recalled forms, with the new data item **Yes.**

To automatically change information stored in your database:

1: Make sure you are in data entry mode: select **data entry** from the **options** menu.

2: Select **create search form** from the **form** menu.

3: Type the data that you want to search for in your database into one or more fields. (If needed, you can use conditionals, and/or "wild card" characters in these search data items, as described in Chapter 6.)

4: For each search data item in Step 3 above that you want to replace with some other data or information, type in the **replace with** character (@) immediately after the search data item.

5: Type in the replacement data immediately after the @ (e.g., in Steps 3–5 you could enter **Calif*@CA**).

6: After you have completed defining search and replace items in your search form, click on the **OK** icon.

7: Now click on one of the **search** icon faces located at the top of your form. The program will recall only those forms in your database that meet all of the search conditions that you have defined in your search form.

The form that is displayed on the screen after the search and recall operation is complete is the first form that geoFile found in your database (searching either forward or backward) that meets the search conditions.

At this point you are ready to replace information in your database.

To replace data items in the recalled forms:

1: Select **form** from the **command** menu. A sub menu will appear.

2: Select one of the following options:

- **in this form, replace** to change the current form only, or
- **in all forms, replace** to change all the recalled forms.

Answers to Chapter 7 "What If...?"

1) **Does the search form that I use to change information in my geoFile database look different from the search form that I use just to locate that information?**
No. A search form looks the same whether you want to recall information, or recall and replace.

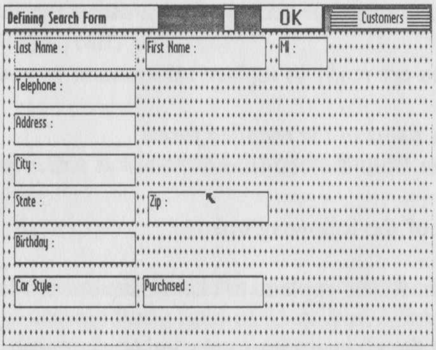
2) **Can I use the same conditionals in a search and replace operation that I use in a search operation?**
Yes. But greater than, less than, etc., only make sense on the search side of a search and replace statement.

3) **Can I change information in only one form at a time using a search and replace operation?**
Yes. Just select the **in this form, replace** item in the **form** menu.

Practice for Chapter 7

After reading about search and replace operations in geoFile, you should practice with the different commands to see how they work. Use the sample database for a car dealer that you created in the practice section of Chapter 5.

Open the geoFile document entitled **Customers** that you created in Chapter 5. Select **create search form** from the **form** menu. A search form will appear on the screen. It looks like your regular form, containing the same layout, field outlines and field names. The only difference is that data does not appear in any of the fields.



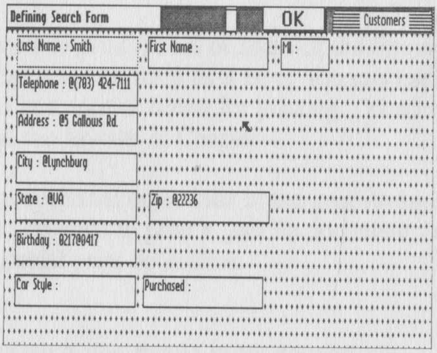
As an example of a search and replace operation that you could perform on your customer list, try to recall and correct a mistaken entry in your database.

Let's say that Mr. Smith calls you up and thanks you for the birthday card that you sent him. However, he tells you that his birthday is April 17, not February 17. Also, he has moved since you sold him his car. His new address and phone number are:

5 Gallows Road
Lynchburg, VA 22236
phone # (703) 424-7111

You could update this information in your database by paging through your forms, backspacing through the incorrect information and then typing in the new, correct information.

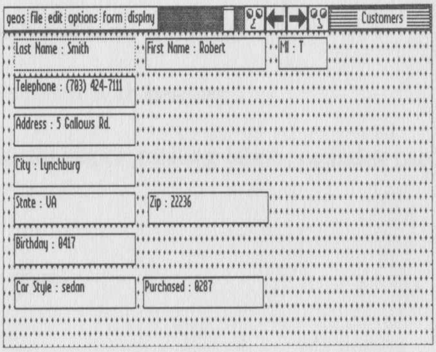
Instead, use a search and replace operation to make all of the corrections at once. Type the following into the fields indicated on a search form:



Last Name : Smith
First Name :
MI :
Telephone : @(703) 424-7111
Address : @5 Gallows Rd.
City : @Lynchburg
State : @VA
Zip : @22236
Birthday : 0217@0417
Car Style :
Purchased :

When you have completed filling out your search form, click on the **OK** icon.

Now when you click on one of the **search** icon faces, the form (or forms) that have a last name of Smith and a birthday of February 17 (0217) will be recalled. Select **in this form, replace** from the **form** menu. Mr. Smith's birthday will be corrected to 0417 (April 17). Replacements will also be made in the Address, City, State, and Zip fields as follows:



Last Name : Smith
First Name : Robert
MI : T
Telephone : (703) 424-7111
Address : 5 Gallows Rd.
City : Lynchburg
State : VA
Zip : 22236
Birthday : 0417
Car Style : sedan
Purchased : 0287

Chapter 8: Printing geoFile Forms

Introduction

You will often want to print out all or some of the forms in your database. You can print the form as it is, or you can use a sub layout to arrange the fields in a special layout for printing. You learned about Master forms and sub layouts in Chapter 4.

There are also some special operations in the geoFile application that apply only when you want to print a geoFile document. Chapter 8 examines these special print operations.

Objectives

After reading Chapter 8 you should know how to:

- Preview your form layout before printing.
- Print all, some, or one of the forms in your database.
- Print a geoFile document with or without the field outlines.
- Print a geoFile document with or without the field names.
- Print a blank form.
- Print more than one form per page.
- Print out your forms with headers.
- Print on computer paper, mailing labels, or index cards.

Key Terms

page preview
pack (a form on a page)
column header

"What If...?"

1) Can I print out a form that includes only some of the field outlines and field names that I have on my Master form?

2) Can I move fields around the form page while I am in the print mode of geoFile?

3) Can I print more than one form per page?

4) Can I print out my database information in special formats such as mailing labels and index cards?

Print Mode

Most of the decisions about the design of your form for printing will be made while you are in the **form design mode** of geoFile. Using sub layouts you can position the fields in your Master form in up to 15 different arrangements for printing.

Sometimes, however, you will want to be able to remove a field outline from your printout, or be able to print just a few of the field names with your data. You may want to print information onto mailing labels, or index cards. You might want to print more than one form on a single sheet of paper.

These special printing options are accessible while you are in the print mode of the geoFile program.

Before you attempt to print a geoFile document, make sure you have set up your GEOS compatible printer correctly and that your work disk contains the correct printer driver. If necessary, refer to the printing section of Chapter 2 of your *GEOS User's Manual* for how to set up your system to print GEOS documents.

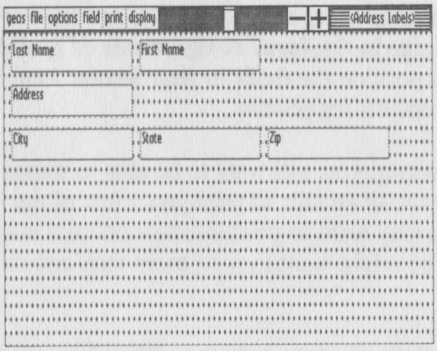
If you are using geoFile 128, refer to the printing section of Chapter 1 of your *GEOS 128 User's Manual.*

Enter the Print Mode

In order to print out your geoFile document you need to be in the print mode of the geoFile program.

To enter the print mode:
Select **print** from the **options** menu.

When you enter print mode, the command menu and search icons will change. Print mode appears as follows:



Preview Your Form Layout

Just as you can preview the overall layout of your form while you are in the form design mode of geoFile, you can also preview your form for printing.

To preview your form:

1: Select **preview** from the **file** menu (or press C= O).

2: When finished viewing, click anywhere off the preview page to return to the previous print mode screen. To go to a certain place in the current form, click on the desired location on the preview screen.

Print Field Outlines

Your printout can contain some, all, or none of the field outlines. geoFile will print all of the field outlines unless you indicate otherwise.

You can decide later to print any one, or all of your field outlines. Click on the appropriate menu item in the **field** menu.

To not print out a field outline:

1: Click once inside the outline of the field to select it. A selected field's outline appears thicker than the other field outlines on your form.

2: Select the **field** menu. If the **print the box** item is preceded by an *, click on this item. (Since asterisk means that the box will be printed, you need to deselect **print the box**.) The selected field's outline now will appear thinner than the other field outlines to indicate that it will not be printed.

3: Repeat Steps 1–2 for each field whose outline you do not want printed.

NOTE: If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," in this chapter.

To not print out any field outlines:
Select **print no boxes** from the **field** menu.

NOTE: If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," in this chapter.

Print Field Names

You have the option of printing or not printing the field names on your form. The procedure is similar to the procedure for printing field outlines. geoFile will print all of the field names unless you indicate otherwise.

You can decide later to print any one, or all of your field outlines. Click on the appropriate menu item in the **field** menu.

To not print out a field name:

1: Click once inside the outline of the field to select it. A selected field's outline appears thicker than the other outlines on the fields on your form.

2: Select the **field** menu. If the **print field name** item is preceded by an *, click on this item. (An asterisk means that the box will be printed, so you need to deselect **print field name**) The selected field's outline now will appear thinner than the other field outlines to indicate that it will not be printed.

3: Repeat Steps 1–2 for each field whose name you do not wish to print.

NOTE: If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," in this chapter.

To not print out any field names:
Select **print no field names** from the **field** menu.

NOTE: You can reverse either of the above actions and print the field names after all. The **print field name** item appears in the **field** menu after you have chosen not to print a field's name.

If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," in this chapter.

Print a Blank Form

You can also print out a blank form, which is a form that contains only the field outlines with the field names but no data. It will also contain any graphics or special text you may have added to the design of your form.

To print a blank form:
Select **print blank form** from the **print** menu.

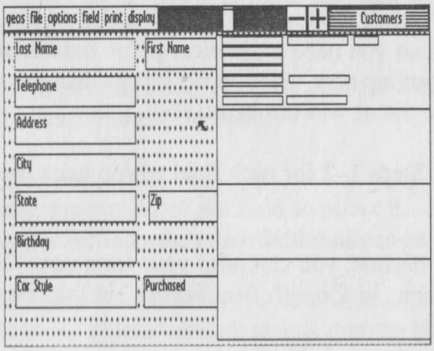
Print More Than One Form Per Page

geoFile lets you print out more than one form per page. This is called "packing" forms. You can set a specific number of forms per page (i.e., manually set the forms), or you can have geoFile pack as many forms as possible onto a page (i.e., automatically set the forms). At any time, you have the option of reversing the packing operation.

To manually set the number of printed forms on a page:

1: Click on the + (plus sign) icon located at the top of your form page. (The + and - icons appear only in the print mode of geoFile.) A preview window will appear containing an overall view of your form.

2: Click on the + icon for each additional form you want to print on a single page. A dividing line will appear each time you click.



NOTE: If a dividing line passes through any of the items or fields in your form, nothing below the line will be printed. In other words, each packed form in your database would be printed with the lower fields and other items missing from the printout.

3: When finished, click outside the preview screen. You will be returned to the previous print mode screen. (If you wish to return to a specific place in the form, click on the desired location in the preview screen.)

NOTE: If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," in this chapter.

To automatically print as many forms as is possible on a page:
Select **pack forms** from the **form** menu. The program will automatically calculate how many forms, with the currently displayed layout, can be printed on one page.

NOTE: If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," in this chapter.

To undivide your form:
Click on the - (minus sign) icon located at the top of the print mode form page. One dividing line will be removed from the preview window each time that you click on the - icon. When there are no more lines, your form will be "unpacked."

NOTE: If desired, you can print your form now. Refer to "Print All, Some, or One of Your Forms," below.

Print All, Some, or One of Your Forms

The **print** menu has menu items in it that enable you choose which forms in your database to print. You have the option of printing all, some, or one of your forms.

Once you specify which forms to print, you are given the option of printing with field names at the top of each page (column headers).

To print out all of the forms in your database:
Select **print all forms** from the **print** menu. The print dialog box will appear.

NOTE: If you wish to print column headers, go to "Print a Column Header," below. If you wish to print to labels, index cards, or computer paper, refer to "Print to Labels, Index Cards, or Computer Paper," below.

To print out only those forms that have been recalled in a search operation:

1: Recall the forms you need to print: enter data entry mode, create a search form, and search for the forms. Once you have recalled the needed forms, reenter the print mode.

NOTE: If necessary, refer to Chapter 6, "Recalling Information."

2: Select **print selected forms** from the **print** menu. The print dialog box will appear.

NOTE: If you wish to print column headers, go to "Print a Column Header," below. If you wish to print to labels, index cards, or computer paper, refer to "Print to Labels, Index Cards, or Computer Paper," in this chapter.

To print out only the currently displayed form:
Select **print current form** from the **print** menu. The print dialog box will appear.

NOTE: If you wish to print column headers, go to "Print a Column Header," below. If you wish to print to labels, index cards, or computer paper, refer to "Print to Labels, Index Cards, or Computer Paper," below.

Print a Column Header

Sometimes you will need to print out the information in your database in columns (such as for a report), as in the following format:

Last Name	First Name	Phone Number	Crew
Bouligny	Francisco	554-3456	Proteus
de la Ronde	Alphonse	345-3434	Osirus
Fortier	Adolphe	783-3490	Comus
Villere	Gaston	345-3434	Harlequin
Zudd	Elmo	234-4563	Bacchus

To so so, you will need to arrange your layout in a special manner and use the column header feature when you print your forms.

To print out a column header of your field names with your geoFile form:

1: Enter form design mode, select **change layout** from the **file** menu, and design a sub layout with your fields lined up across the top of the page.

2: If you wish to recall certain forms to print, enter data entry mode and use a search form to recall the needed forms.

NOTE: If necessary, refer to Chapter 6, "Recalling Information."

3: Remove the boxes and field names from your printout by selecting **print no boxes** and **print no field names** from the **field** menu.

4: Pack your forms: either select **pack forms** from the **print** menu, or pack your forms manually.

NOTE: If necessary, refer to "Print More Than One Form Per Page," earlier in this chapter.

5: Enter print mode and select select either **print all forms**, **print selected forms**, or **print current form** from the **print** menu.

6: When the print dialog box appears, click on the **column header** button.

7: When you are ready to print, click **OK.**

Print to Labels, Index Cards, or Computer Paper

If you want your geoFile data to be printed out as mailing labels, index cards, or on computer paper, select one of these options in the print dialog box.

To print out to computer paper:

1: Click on the **computer paper** button in the print dialog box.

2: Click on the **OK** icon. The information in your form(s) will print out on computer (i.e., continuous) paper.

NOTE: geoFile will print out on computer paper unless you choose a different option.

If you are printing to labels or index cards, you will need to use a special sub layout so that each form will fit onto each label or index card.

If you are printing to labels or index cards:

1: If you have not already done so, create a special sub layout: select **change layout** from the **file** menu, select an empty layout, click on **new**, and enter a file name. The new sub layout will appear on the screen.

2: Select **form design** from the **options** menu, and arrange your fields so that each form will fit onto a label or index card. Move the fields to the upper left corner of the form page.

NOTE: A safe measurement for labels is 19 x 8 grid points, and a safe measurement for index cards is 40 x 20 grid points. If your measurement is inaccurate, geoFile will let you know when you attempt to print.

3: If you wish to print only certain forms in your database, select **data entry** from the **options** menu, then perform a search operation to recall the needed forms.

NOTE: If necessary, refer to Chapter 6, "Recalling Information."

4: Return to print mode by selecting **print** from the **options** menu.

5: To print without boxes or field names, select **print no boxes** and **print no field names** from the **field** menu.

6: Pack your forms: either select **pack forms** from the **print** menu, or pack your forms manually.

NOTE: If necessary, refer to "Print More Than One Form Per Page," earlier in this chapter.

Now, at last, you are ready to print to labels or index cards.

To print to mailing labels:

1: Click on the **labels** button in the print dialog box.

2: Click on the **OK** icon. The information in your form(s) will print out to the standard mailing label format (1" deep).

NOTE: Be sure that you have positioned the fields that you want to print out in label format so that they appear in the upper left hand corner of your form page. The Sample Labels file included on your geoFile diskette shows you the format to be used for labels.

To print to index cards:

1: Click on the **index cards** button in the print dialog box.

2: Click on the **OK** icon. The information in your form(s) will print out to the standard index card format (3" X 5").

Use the File Menu Option

If you have no special printing requirements, that is, if you simply want to print out all of your forms as they appear on the screen, one per page, you can do so without entering the print mode.

To print without entering print mode:

1: Select **print** from the **file** menu. A dialog box will appear.

2: Click on the appropriate boxes.

3: Click **OK**. geoFile will print your file as it is.

Answers to Chapter 8 "What If...?"

1) **Can I print out a form that includes only some of the field outlines and field names that I have on my Master form?**
Yes. You have the choice of printing any of the field names or field outlines (or boxes) in your form that you wish.

2) **Can I move fields around the form page while I am in the print mode of geoFile?**
No. You can only change the layout of your form in the form design mode of geoFile.

3) **Can I print more than one form per page?**
Yes. You can manually, or automatically pack your printout to include more than one form per page.

4) **Can I print out my database information in special formats such as mailing labels and index cards?**
Yes. You have the option to print out the information in your database to mailing labels, index cards, or onto computer paper. We have even included an example file on your geoFile diskette that shows a layout that will print out to standard label format (1 inch).

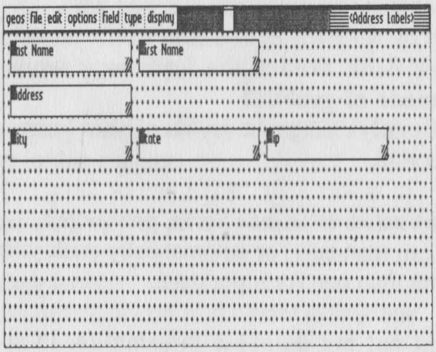
Practice for Chapter 8

After reading about printing in geoFile you should practice with the different commands and options to see how they work. For the examples below, use the Master Form **Customers** and the sub layout **Address Labels**, that you created in Chapter 5.

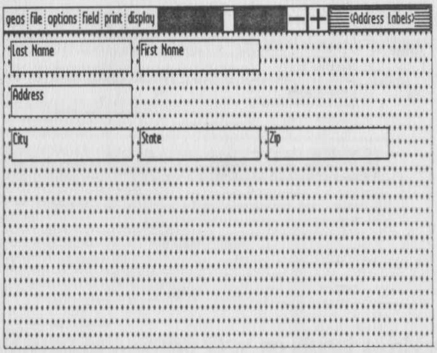
First of all, be sure that you have correctly connected a GEOS compatible printer to your computer. A list of compatible printers is located in your *GEOS User's Manual*, along with a list of the printer driver files that must be used with each of those printers. Any additional printer interface that you might need is also listed.

Also, make sure that the correct printer driver file is on your geoFile work disk, and that you have selected this printer driver. You select the correct printer driver by selecting **select printer** from the **geos** menu, and then finding and clicking on that printer driver's filename in the dialog box that appears. General information about selecting the correct printer driver for your printer can be found in your *GEOS User's Manual* (or *GEOS 128 User's Manual*).

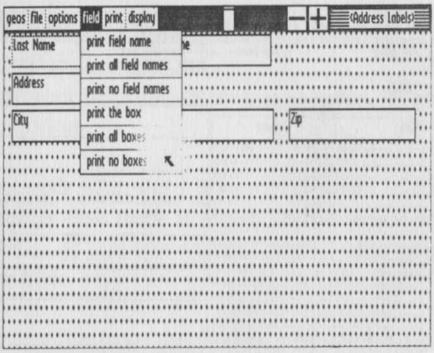
Once you have checked all of this, open your geoFile document **Customers.** Select **change layout** from the **file** menu. Now click on the Address Labels sub layout that you created in Chapter 4.



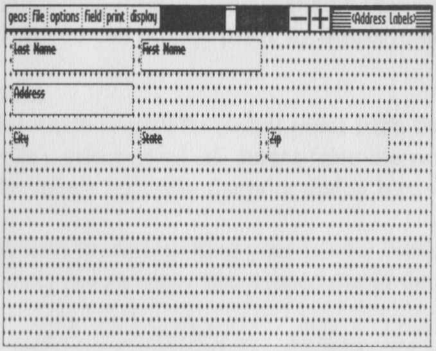
Enter the print mode of geoFile by selecting **print** from the **options** menu. Your **Address Labels** sub layout now looks something like this.


geos
file
options
field
print
display
(Address Labels)
Last Name
First Name
Address
City
State
Zip

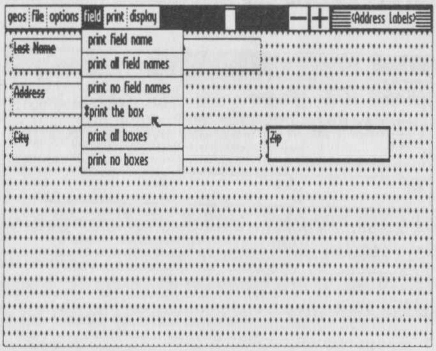
Select **print no boxes** from the **field** menu.


geos
file
options
field
print
display
(Address Labels)
print field name
print all field names
print no field names
print the box
print all boxes
print no boxes
Last Name
Address
City
Zip

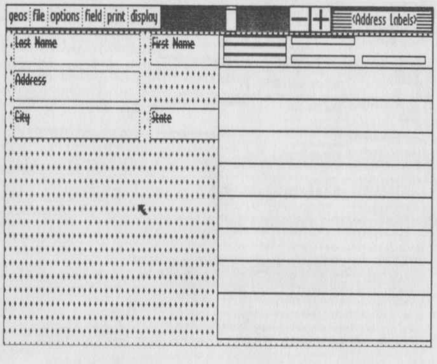
Now select **print no field names** from the **field** menu.


geos
file
options
field
print
display
(Address Labels)
Last Name
First Name
Address
City
State
Zip

Now select the Zip field and select **print the box** from the **field** menu.


geos
file
options
field
print
display
<Address Labels>
Last Name
Address
City
Zip
print field name
print all field names
print no field names
print the box
print all boxes
print no boxes

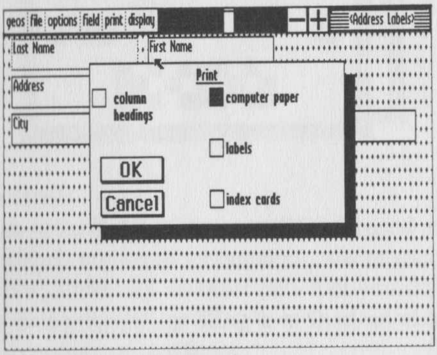
Pack as many address labels on your printout as possible by clicking on the + icon until the top dividing line appears just underneath your lowest field in the preview window.


geos
file
options
field
print
display
<Address Labels>
Last Name
First Name
Address
City
State

You can automatically pack forms on your printout by selecting **pack forms** from the **form** menu.

Now print out all of the forms in the sub layout **Address Labels.** Select **print all forms** from the **print** menu. The print dialog box will appear.

Make sure that the **computer paper** button (if you have tractor fed paper in your printer) is selected, then click on the **OK** icon to print out your address labels on computer paper.



Print

☐ column headings

■ computer paper

☐ labels

☐ index cards

After printing out your information in this manner, try printing it out using the **labels** option.

First of all, select **quit** from the **file** menu to return to the deskTop. On your original geoFile disk there is a sample file which contains a sub layout called **labels**. If this file was not copied onto your geoFile work disk copy it over now.

When you open this file from the deskTop by clicking on its icon twice, you will see exactly how much space on your form page you have in which to create labels. If you create a sub layout from the fields in your database that conforms to these dimensions (all of the fields fit in the space shown), then you can use the **print to labels** printing option.

Print to Labels

While in the print mode of geoFile (select **print** from the **options** menu to enter print mode), select **print all forms** from the **print** menu. Then click on the **labels** button in the print dialog box.

Click on the **OK** icon to start printing your labels. Notice the difference between these labels and the ones you printed out in the first example above.

You should try the other geoFile print options to see how they work. For instance, create a sub layout with your fields all lined up horizontally across the top of your form page. Then select **column header** in the print dialog box to print out your data in a column underneath each of the field names.

Chapter 9: geoMerge

Introduction

This chapter describes geoMerge, a GEOS-based application that lets you produce multiple copies of a document, where each document can have unique names, addresses, or other data that you define. You can either type in the data yourself, or bring it in from another GEOS program such as geoDex, geoFile, or geoWrite.

Objectives

In this chapter, you will learn how to:

- Create a Merge Form Document.
- Use <<IF…>> and <<IF…>>…<<ELSE>> statements in your Merge Forms.
- Create a Merge Data file with geoWrite.
- Use a Merge Data file with a Merge Form Document file.
- Print your geoMerge documents.

Key Terms

data records
label records
labels
merge form document
merge data file
<<IF…>> statements
<<IF…>>…<<ELSE>> statements

"What If...?"

1) What type of documents are used in geoMerge?

2) Is the merge form document from a geoWrite file only?

3) How can information be varied from one document to another?

How geoMerge Works

Essentially, you will use two geoWrite documents: a **merge form document** and a **merge data file.** (The merge data file can also be a geoDex or geoFile document.) The merge form document contains the text of the document you wish to duplicate. In the places where you wish to have unique information (such as names) you will insert special commands which you will learn about shortly. The merge data file contains a listing of all the unique information you need, such as names, addresses, or special pieces of text.

Once you have created the merge form document and the merge data file, use geoMerge to feed the unique information you listed in the merge data file into the places in the merge form document where you instructed it to go. geoMerge will create multiple copies of the merge form document, each with individualized data.

geoMerge provides you with the option of using both the merge form document and the merge data file to create your individualized documents, or you can use the merge form document only, and enter the data manually.

Entering geoMerge

You can enter geoMerge by opening it from the deskTop (as described in the *GEOS User's Manual*). But first, you must create a "form" document, which is described on the next page.

Merge Form Documents

This section will explain how you can make **merge form documents.**

Labels

Any geoWrite document can be used as a merge form document. Wherever you want a word, or group of words to vary from printing to printing, add a label with a suitable name. The format for a label is as follows:

<<labelName>>

The <<...>> symbols indicate to the program that this is a label, and "labelName" represents any name that you choose to be the name for that particular label.

The label name cannot contain more than 20 characters, and there cannot be any formatting, such as font changes, within the label name itself. However, you can set the *whole* label, including the brackets, in boldface (or any other style), if you wish the data to appear bold.

In addition, you may not use spaces within a label name. In other words, you may not use **last name** as a label name. Use **lastname** instead.

Any one label name can be repeated as often as you wish throughout the merge form document; geoMerge will ask you only once to supply the data to be substituted for the label in your printout, and will then use that data each time that the label appears in your merge form document.

<<IF...>> Statements

In addition to replacing labels with data, you may wish to have words or groups of words included, or not included, depending on some "key text" contained in a label. For example, if you are writing cover letters to prospective employers, you may want to include a specific portion of text if you have previously spoken with them before, and exclude the text if you have not. This can be done with an **<<IF...>>** statement.

The format for an IF statement is as follows:

<<IF labelName = "key text">>text<<ENDIF>>

What this means is, "If the data typed in for labelName is exactly equal to *key text*, then leave *text* in the printout; otherwise leave *text* out of the printout.

NOTE: The quote marks ("...") in the example above are a necessary part of the **<<IF...>>** statement. They indicate that what is contained inside of them is *key text*.

IMPORTANT: Let's say that you want geoMerge to search for a key text that has quote marks in it such as:

Joe said "hello" to me.

You will need to type a double set of quote marks both before and after the text that is inside of the quote marks when you type your <<**IF**...>> statement. In the example above you would type:

<<IF greeting = "Joe said,""hello"" to me.">>"Hi, Joe!"<<ENDIF>>

in order to search for data in the label **greeting** which is equal to:

Joe said "hello" to me.

and then to print the statement:

"Hi, Joe!"

NOTE: The <<ENDIF>> label tells the program that this is the end of this particular <<**IF**...>> statement. After an <<ENDIF>> label you could start a new <<**IF**...>> statement if you want.

Example:
If you have the following merge form document:

Dear <<interviewer>>:

<<IF talkedAlready = "true">> I enjoyed speaking with you on <<date>>.
<<ENDIF>> I look forward to interviewing with your company in the future.

And when asked to supply data, you type in:

Mr. Tibbs for <<interviewer>>
false for <<talkedAlready>>
June 9th for <<date>>

geoMerge will print the following:

```
Dear Mr. Tibbs:

I look forward to interviewing with your company
in the future.
```

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your printout will look like this:

```
Dear Mr. Tibbs:

I enjoyed speaking with you on June 9th. I look
forward to interviewing with your company in the
future.
```

<<IF…>>…<<ELSE>> Statements

You may also want to print one portion of text if a label is the same as the key text, and a different portion if it is not. This can be accomplished with an **<<IF…>>…<<ELSE>>** statement.

The **<<IF…>>…<<ELSE>>** statement has the following format:

<<IF labelName = "key text">>text1<<ELSE>>text2<<ENDIF>>

What this means is, "If the data that you type in for labelName is exactly the same as the key text, then print the text (text 1) that immediately follows the **<<IF…**"key text">> statement. If it does not exactly equal the key text, then print the text (text 2) that follows the **<<ELSE>>** statement.

NOTE: Again, the **<<ENDIF>>** statement indicates the end of the **<<IF…>>** statement, or in this case the **<<IF…>><<ELSE>>** statement.

Example:
If your form contains:

Dear <<interviewer>>:

<<IF talkedAlready = "true">> I enjoyed speaking with you <<date>>. <<ELSE>> I have heard great things about the salaries you offer. <<ENDIF>> I look forward to interviewing with your company in the future.

And when you are asked to supply the data to be used you type in:

Mr. Tibbs for <<interviewer>>
false for <<talkedAlready>>
June 9th for <<date>>

geoMerge will print the following:

```
Dear Mr. Tibbs:

I have heard great things about the salaries
you offer. I look forward to interviewing with
your company in the future.
```

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your printout will look like this:

```
Dear Mr. Tibbs:

I enjoyed speaking with you on June 9th. I
look forward to interviewing with your company
in the future.
```

NOTE: An <<IF...>> or <<IF...>>...<<ELSE>> statement cannot start on one page of a geoWrite document and end on a following page. Also, these statements cannot be "nested"; that is, an <<IF...>> or <<IF...>>...<<ELSE>> statement could not have appeared in either text 1 or text 2 in the previous examples. However, labels could appear within text 1 or 2.

Merge Data Files

Manually typing in the data to be substituted for each label is not the only way to merge data with a merge form document. The data can also come from a "merge data file."

Merge data files are simply geoWrite documents. These files can be created with geoWrite, or with other products from Berkeley Softworks, such as geoDex or geoFile.

Create a Merge Data File with geoWrite

A merge data file is composed of one **label record** followed by one or more **data records.**

Label Records

A merge data file begins with the **label record.** This is a list of all of the labels to be "substituted for" in the merge form document. Each label must appear on a line by itself. For example, the label record for a form letter might be:

firstName
lastName
address
city
state
zipCode
talkedAlready
*

(*page break inserted here by the program*)

The asterisk at the end of the label list indicates the end of the label record. The program will also automatically insert a page break after this first asterisk.

IMPORTANT: There is only one label record in a merge data file, and it must always be the first record.

Data Records

The next line after the asterisk is the first line of the first **data record,** which lists the actual data you want substituted for the labels in your merge form document. Each data entry in the data record is separated by a RETURN. A data record might be:

Molly
Thrush
2424 Mockingbird Lane
Birdville
VA
22203
true
*

NOTE: A data entry may be up to 200 characters long, and may include several lines of text, *so long as* the RETURN key is not pressed within the data entry. For long data entries let the word-wrap create new lines.

IMPORTANT: Each data record must have corresponding data entries, or blank lines, for every line in the label record. In other words, each record following the first must have the same number of lines in it as has the first record.

Whatever characters appear in the first **data** entry in your data file will be substituted for the first **label** in the label record wherever that label appears in your merge form when you make a printout. The second **data** entry, which follows immediately after the first entry in your data file, is substituted for the second **label** entry in the label record wherever that label appears in your merge form, and so on, in a similar fashion for all of the labels in the label record.

A blank line (a RETURN on a line by itself), in the data record tells the merge program to substitute a blank for the corresponding label in the label record wherever that label appears in your merge form. In other words, *each data record must have corresponding data entries, or blank lines, for every line in the label record.*

An asterisk on a line by itself indicates the end of the data record. The line following the asterisk is the first line of the *next* data record in your data file.

Your data file may contain as many data records as you like.

IMPORTANT: The last data record in your merge data file *must* be followed by an asterisk *and* a RETURN before you close and save the merge data file (a geoWrite document) on your diskette.

Labels in geoMerge may be up to 20 characters in length. Labels can contain alphanumeric characters only (letters and numbers), and *no* spaces.

Data entries may be up to 200 characters in length. Data entries may contain any type of character (alphanumeric and nonalphanumeric), and may also contain spaces.

Sample geoMerge Documents

The following sample files and the printout examples demonstrate using a merge data file with a merge form document file.

Form Letter for Use with geoMerge

Merge Form Document:

<<firstName>> <<lastName>>
<<address>>
<<city>>, <<state>> <<zipCode>>

Dear <<firstName>>,

<<IF metThurs = "true">>It was a pleasure meeting with you last Thursday. <<ENDIF>>Thanks for the check.

Merge Data File:

firstName
lastName
address
city
state
zipCode
metThurs
*

(*page break inserted here by the program*)

John
Smith
1234 Main Street
Any Town
PA
19152
true
*
Carl
Greenskeeper
141 Country Club Drive

Chicago
IL
60610
false
*

Printouts

First Document:

```
 John Smith
 1234 Main Street
 Any Town, PA 19152

 Dear John,

    It was a pleasure meeting with you last
Thursday.  Thanks for the check.
```

Second Document:

```
 Carl Greenskeeper
 141 Country Club Drive
 Chicago, IL 60610

 Dear Carl,

    Thanks for the check.
```

geoMerge Printing Options

Select either **high**, **draft**, or **NLQ** printing mode depending on the format that you want to use. A fourth mode, **File Output Mode**, allows you to direct your document to a geoWrite document first, or to geoLaser.

High Quality Mode

Click on the **high** button to choose the High Quality mode.

This is the "default" and recommended mode for geoWrite (geoMerge) output. High Quality mode produces all of the fonts and styles in the same format as they appear to you on the screen.

Draft Quality Mode

Click on the **Draft** button to choose Draft Quality mode.

This mode does *not* produce different fonts and styles and will *not* produce the same formatting as that which appears on the screen. The draft quality will, however, print much faster than the high quality mode. Use this mode to get quick, rough drafts of your document. Pictures or graphics *cannot* be printed in this mode.

NOTE: Draft Quality mode does not work with some early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side (the side without the disk label), of your geoWrite Workshop diskette for draft quality printing. Copy the file that you need onto the same disk and side that contains your geoMerge application.

NLQ Mode

Click on the **NLQ** button to choose Near Letter Quality mode.

This mode can be used with letter quality printers. This mode does *not* produce different fonts and styles but it *will* produce the same formatting that appears on the screen. Pictures or graphics *cannot* be printed in this mode.

To use this mode, all text *must* be in the Commodore 10 font. The Commodore 10 font is supplied on your geoWrite Workshop diskette.

A few printers have different page lengths for NLQ printing than for high quality printing. Selecting the **NLQ spacing** menu item from the **page** menu causes the NLQ page length to be used. The *only* time that you should use NLQ spacing, is when you print in the NLQ mode.

NOTE: NLQ mode does not work with the early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side of the geoWrite Workshop diskette for NLQ printing.

File Output Mode

Click on the **File** button to select **File Output Mode.**

Use this feature to have geoMerge send its output to a geoWrite file rather than directly to a printer. This feature allows you to add final touches to a merge file document, or use geoLaser to print your merge file document.

After you select this option, geoMerge will ask you for a filename. Enter the new filename and press RETURN. When creating multiple output files, geoMerge will assign a number to the name of the document (e.g., "DocumentName1," "DocumentName2," etc.)

NOTE: Before you use this feature, be sure you have enough room on the disk on which you plan to store the output files.

The **From Page** and **To Page** boxes allow you to print a part of the file. Normally the entire file is printed. To change the pages that are printed out, click inside either of the boxes and enter a new value.

The **Single Sheet** and **Tractor Feed** buttons allow you to print with regular continuous printer paper, or with single sheets fed in one at a time. geoMerge will stop after printing each page if **Single Sheet** is selected so that you can insert a new sheet. Click on the **OK** icon in the dialog box that appears when you are ready to print the next sheet.

Merging Your Documents

Use the following steps to merge your form document with a data file:

1: Create a merge form document.

2: Create a merge data file.

3: Go to the deskTop and double-click the **geoMerge** icon.

4: A dialog box will appear telling you to select a form document. Click on the desired form document and then click **Open** to select it.

5: Another dialog box will ask you "Use geoWrite file for merge information?" Click **YES**.

6: The next dialog box will ask you to "Choose merge data file." Click on the desired file and select **Open**.

7: The print options dialog box will appear. Make the necessary choices and click **OK** when finished. geoMerge will merge your selected documents, and in a moment your merged documents will be printed.

8: After your documents are printed, you will be returned to the "Choose form document" dialog box (see Step 4). Either do another merge, or select **Cancel** to return to the deskTop.

Answers to Chapter 9 "What If...?"

1) **What type of documents are used in geoMerge?**
Two types: a merge form document, which contains the text of the document you wish to duplicate, and a merge data file, which contains individualized data (e.g., names, addresses, etc.) you feed into the merge form document to create multiple copies of a document with individualized information.

2) **Is the merge data file from a geoWrite file only?**
No. A merge data file can be from a geoFile or geoDex document, in addition to a geoWrite document. However, part of the process of using geoMerge involves transforming the data file into a geoWrite format.

3) **How can information be varied from one document to another?**
Information can be varied in several ways. You can use "labels," which represent specific data, or you can enter conditional formulae (<<IF>> statements and <<IF>> <<ELSE>> statements) which enable you to tailor the text of each merge form document to a special need.

Practice for Chapter 9

This tutorial is designed to help you quickly practice the basics of the geoMerge application program.

To enter and practice with geoMerge, you must first create a merge form document. To do this:

1: Open the geoWrite application from the deskTop by double-clicking on its icon.

2: Create a document called **test memo.**

3: Type the following data into it:

<<firstName>>, meet me at 2PM in the stairwell. Mike.

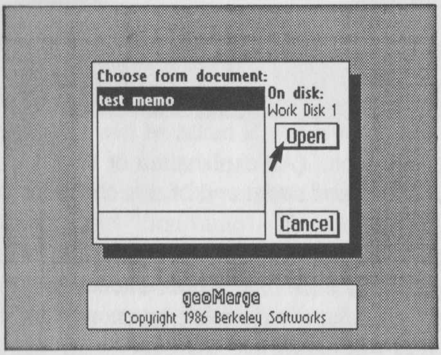
NOTE: The << >> symbols serve to identify **firstName** as a **label** in this merge form document.

After typing in the form above, check it for accuracy. Then:

4: Exit geoWrite by selecting **quit** from the **file** menu.

Now you are ready to open geoMerge and select a merge form document.

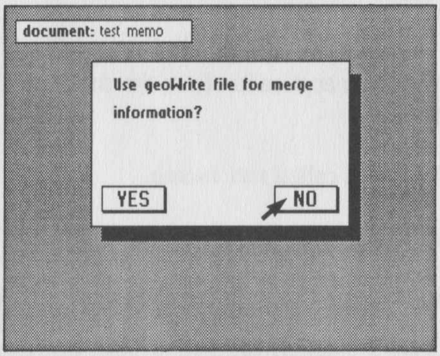
1: Open geoMerge from the deskTop by double-clicking on its icon. A dialog box will appear asking you to choose a form document.


Choose form document:
test memo
On disk:
Work Disk 1
Open
Cancel
geoMerge
Copyright 1986 Berkeley Softworks

2: Click on **test memo.**

3: Now click on the **OPEN** icon to select this file as your merge form document. (Clicking on the **Cancel** icon returns you to the deskTop.)

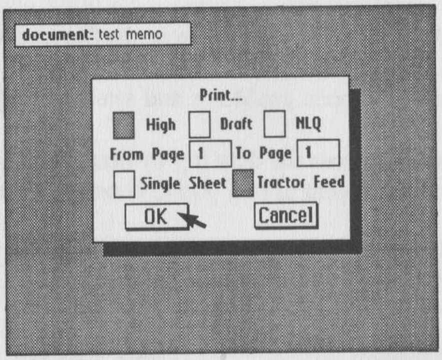
Once **test memo** has been selected, the program will ask you if the merge data will come from a geoWrite file (i.e., a merge data file).



document: test memo

Use geoWrite file for merge information?

1: Click on the **NO** icon (you will be entering data manually). Another dialog box will appear asking you to choose print options:



document: test memo

Print...

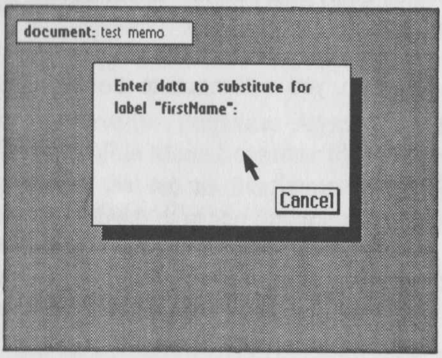
▨ High ☐ Draft ☐ NLQ

From Page 1 To Page 1

☐ Single Sheet ▨ Tractor Feed

2: Click on the **OK** icon. (An explanation of Print Options for use with geoMerge can be found at the end of this chapter.)

Since you are typing in the merge data manually, the program will now start asking you to supply data each time it encounters a label in the merge form document. In this example, when geoMerge encounters <<firstName>> the following dialog box will appear:



document: test memo

Enter data to substitute for label "firstName":

3: Type in the name that will be substituted for the label <<firstName>>. You can type in any name. For this example, type in the name **Nancy**.

4: Press RETURN .

Once geoMerge has asked for, and you have typed in all of the proper replacements, you will be ready to print your form document. Your printout will be of the form document **test memo** with all of the substitutions made for the labels.

While geoMerge prints, you will see a **Cancel** icon on the screen. Click on this icon if you wish to stop printing for any reason.

If you have gone through all of the above steps correctly your printout should look like this:

```
Nancy, meet me at 2PM in the stairwell. Mike.
```

When geoMerge has printed the document (or you have canceled the printing process), you will be asked if you wish to do another merge.

If you click on the **YES** icon, the program will again ask you to supply a substitution for the label "firstName". You can then type in a different name and geoMerge will print another document with the new name in place of the <<firstName>> label. Try this with the merge form document that you have created in this tutorial. Type in a different "firstName", press RETURN and see what is now printed out.

When you have made as many stairwell invitations as you wish to make, go on to the next paragraph.

If you click on the **NO** icon, you will return to the initial file dialog box, where you can:

- load and print a different merge form, or
- exit the geoMerge program and return to the deskTop.

NOTE: If you are using a two-disk drive system you may click on the **Drive** icon to look at a list of the files that are on the diskette that is in the other disk drive. If the file you want is on a different diskette than the one that is currently in the other disk drive, click on the **Disk** icon. (The **Disk** icon appears after you have click on the **Drive** icon.) Now put the correct diskette into the disk drive when you are asked to do so by the dialog box that appears.

Remember that the geoMerge program will not allow you to exchange diskettes in the disk drive that the geoMerge program was originally started or run from.

Appendices

Overview

These appendices serve two purposes. Appendix A, Dictionary of Terms, and Appendix B, geoFile Menus, together form a quick reference of the terms and operations that are used in the geoFile application. Appendix C, Use geoFile with Other GEOS Applications, explains how to transport your geoFile data to other GEOS applications so that you can use it with programs such as geoWrite Workshop, geoCalc, and geoMerge.

Appendix A: Dictionary of Terms

A

application program Programs that are based on GEOS and that need GEOS to operate. geoFile is an application program.

B

boot To start, or run the operating system. In other words, you "boot" GEOS before starting to work with geoFile.

C

column header A geoFile print option that allows you to print out all of the field names in your form at the top of a column of data items associated with each of those fields.

command menu The menu that lies across the top of your geoFile form page. Under each name in the command menu are sub menus that contain the operating commands of the geoFile application.

Commodore key A special key which when pressed at the same time that you press another key allows you to use various keyboard controlled commands. These keyboard controlled commands are the same as some of the commands that you control through the sub menus. The Commodore key looks like this:

C=

and is located in the lower left-hand corner of your keyboard.

conditional search A search through your geoFile database that enables you to meet some condition (greater than, not equal to, etc.) that you indicate, or define in a search form.

Create/Open/Quit dialog box A dialog box that appears on the screen when you open, or run the geoFile application. This dialog box contains the commands that you can use to create a geoFile document, open an existing document, or return to the deskTop.

D

data entry mode The operating mode of the geoFile application where you enter, or type information into your form.

deskTop The user interface (the way that you work with the system) for GEOS. The files that you store on your diskettes using GEOS appear on the deskTop as icons, or pictures. You use the deskTop to manipulate (move, copy, print, throw away) your files and disks.

DISK COPY utility A utility program in GEOS that you can use to copy your applications programs, or GEOS work disks.

F

field A rectangular area, or box that you create on your form page. It contains the information that you want to store in your database.

field outline The box, or line that appears around a field.

file dialog box A dialog box that appears on the screen when you want to open an existing geoFile document (also called a file). The box lists all of the geoFile documents that are stored on your diskette.

form You design and store your geoFile database on forms. You have complete control over how to design your forms and what information to store on them.

form design mode The operating mode of the geoFile application where you design the layout of your form.

form page The surface of your form. You only see a portion of your form on the screen at any one time. The form page is where you design and work on your database form.

G

geoFile document The database that you create with the geoFile application. It can be full of information, or data, or it can be empty.

GEOS Graphic Environment Operating System. GEOS is the official disk operating system for the Commodore 64/128. For example, geoFile operates in GEOS.

grid background The background pattern on the form page. The grid background helps you design your geoFile forms.

I

install An operation that you must perform on geoFile, or any GEOS based program, the first time that you use it. When you open, or start a GEOS based program for the first time, you will install it.

M

Master form The form that contains all of the fields and information that are stored in your database.

move tab The tab that is used to move, or copy a field on your form. The move tab appears in the upper left-hand corner of an un-selected field.

P

pack A printing option that lets you automatically fit as many of your forms on a printed out page as is possible.

page preview Enables you to look at your entire geoFile form layout.

position indicator Indicates what part of your form is presently visible on the screen. You can also use the position indicator to move to a different portion of your form.

R

RAM Expansion Unit (REU) An add-on piece of hardware, available from Commodore, that allows you to add 128K, 256K, or 512K (K=kilobytes) to your RAM (random access memory) storage.

re-size tab The tab used to change the size, or shape of a field. The re-size tab appears in the lower right-hand corner of an un-selected field.

replace with character (@) Used in a search form; enables you to automatically replace one piece of information, or data in your database with another.

replacement options Two options that you can use to replace information, or data in one, some, or all of your forms.

S

search form A special geoFile form where you indicate, or define information that you want to search for and recall from your database.

scrolling The action of moving around your form by moving the mouse/joystick pointer to the edge of the screen.

sort field The key field used by the geoFile program to store, sort and recall your forms. Any of the fields on your form can act as the sort field.

sub layout A layout that contains a portion of the fields and information that are stored on your Master form. With sub layouts you can make special layouts, or arrangements of your Master form for viewing, or for printing.

T

text cursor The vertical line that appears in a field to indicate where text that you type into a field will appear.

title bar The bar that contains the name of the Master form or sub layout on which you are currently working. The title bar is located above the upper right-hand corner of the form page.

W

"wild card" character Special characters (*, ?, and !) that you type which enable you to search for a range of data rather than specific data. For example, type **D*** to recall all data items that start with the letter **D**.

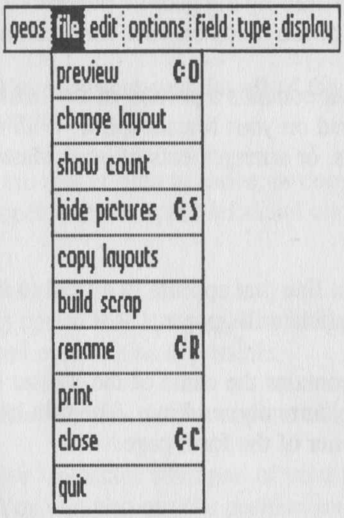
work disk A disk on which you do your work in GEOS (such as a work disk for the geoFile application), as opposed to a disk that you "boot," or run the operating system from (such as your GEOS, or System disk).

Appendix B: geoFile Menus

Here are brief explanations of the menu items in geoFile. Any keyboard shortcuts are listed after the menu item in parentheses, ( ).

Form Design Menu

File Menu


geos
file
edit
options
field
type
display
preview C O
change layout
show count
hide pictures C S
copy layouts
build scrap
rename C R
print
close C C
quit

show pictures (C= S) By clicking on this menu item you will display any graphics, or pictures that you may have pasted into fields on your geoFile document.

NOTE: A **hide pictures** menu item appears in the **file** sub menu when you have graphics already displayed in your geoFile document. By hiding pictures until you need to see them you will speed up the overall operation of the geoFile program.

close (C= C) By clicking on this menu item you will close the file that you are working on, and return to the Create/Open/Quit dialog box.

preview (C= O) By clicking on this menu item you will display a preview window that lets you look at your entire form.

rename (C= R) By clicking on this menu item you can change the name of your file.

print By clicking on this menu item you will display the print dialog box. Here you can select the print output options that you want.

copy layouts By clicking on this menu item you will make a copy of the layouts in your form. These copies will contain no data.

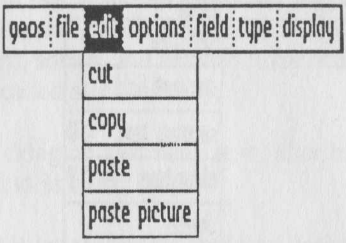
build scrap By clicking on this menu item you will cause the Build Scrap dialog box to appear. Now you can create a Text Scrap from the information in your geoFile document which you can paste into a geoWrite document or a geoCalc spreadsheet. With **build scrap**, you can also create a Merge Data for use with the geoMerge application.

quit By clicking on this menu item you will close the file that you are working on, and return to the deskTop.

show count By clicking on this menu item you can find out how many forms are presently stored in your database.

change layout By clicking on this menu item you can move to a different sub layout, or create a new one.

Edit Menu



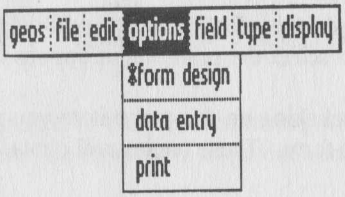
cut By clicking on this menu item, after having selected a field, you will cut the field name out of that field. You can then paste that field name into another field in your form.

copy By clicking on this menu item, after having selected a field, you will make a copy of the field name. You can then paste that name into another field in your database.

paste By clicking on this menu item, after having selected a field, you will paste a field name, from either a scrap or an album, into that field.

paste picture By clicking on this menu item, after having selected a field, you will paste a graphic, from either a scrap or an album, into that field.

Options Menu


geos
file
edit
options
field
type
display
*form design
data entry
print

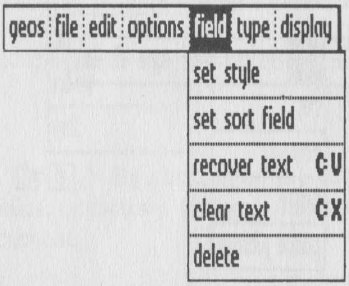
form design By clicking on this menu item you will enter the form design mode of geoFile.

data entry By clicking on this menu item you will enter the data entry mode of geoFile.

print By clicking on this menu item you will enter the print mode of geoFile.

NOTE: The mode that you are currently working in appears with an * next to the name.

Field Menu


geos
file
edit
options
field
type
display
set style
set sort field
recover text C-U
clear text C-X
delete

set style By clicking on this menu item, after you have selected a field, you can set the style for text in that field.

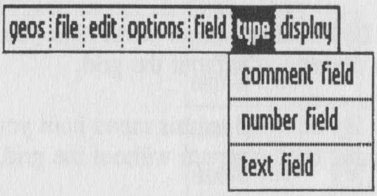
set sort field By clicking on this menu item, after having selected a field, you will set that field as the sort field for your database.

recover field (C= V) By clicking on this menu item, after having selected a field, you will recover the last saved version of that field.

clear field (C= X) By clicking on this menu item, after having selected a field, you will delete that field's field name.

delete By clicking on this menu item after having selected a field, you will delete that entire field from your form.

Type Menu


geos
file
edit
options
field
type
display
comment field
number field
text field

comment field By clicking on this menu item, after having selected a field, you will turn that field into a comment field. A comment field is simply decoration in your form. It has no field name, and you can not enter data into it. You can, however, paste text, or a graphic into a comment field. This text or graphic will appear in any printout of your form. You can use a comment field as a title for a form, or to place a logo on a form.

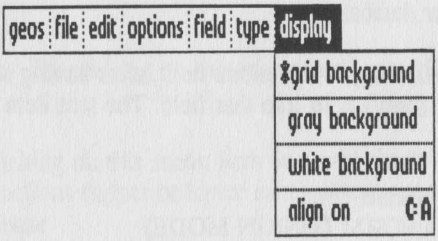
NOTE: When you paste a graphic into a field, the field automatically becomes a comment field.

Number field By clicking on this menu item, after having selected a field, you will turn that field into a number field. Any field that you want to store numerical data in should be designated a number field. A number field will be stored, sorted, and recalled numerically, rather than as a text field, which is recalled alphabetically.

text field By clicking on this menu item, after having selected a field, you will turn a field into text field.

NOTE: All fields are text fields until you designate them number, or comment fields.

Display Menu


geos
file
edit
options
field
type
display
*grid background
gray background
white background
align on C=A

grid background By clicking on this menu item you will display the geoFile grid background.

gray background By clicking on this menu item you will display a plain gray background on the screen without the grid.

white background By clicking on this menu item you will display a plain, white background on the screen without the grid.

indicator off/on By clicking on this menu item you can either display the page position indicator, or remove it from the screen.

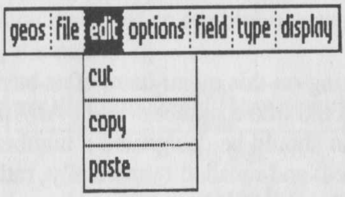
align on/off By clicking on this menu item you can either align your fields with the grid background, or not.

Data Entry Mode

File Menu

(Same as in FORM DESIGN MODE)

Edit Menu



cut By clicking on this menu item, after having selected a field, you will cut the data item out of that field. You can then paste that item into another field in your database.

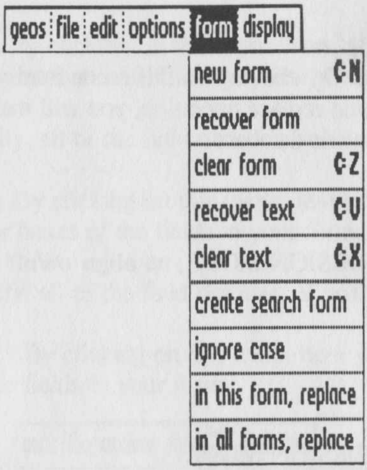
copy By clicking on this menu item, after having selected a field, you will copy the data item in that field. You can then paste that item into another field in your database.

paste By clicking on this menu item, after having selected a field, you will paste a text (only) item into that field. The text item is pasted from a Text Scrap.

Options Menu

(Same as in FORM DESIGN MODE)

Form Menu


geos
file
edit
options
form
display
new form C=N
recover form
clear form C=Z
recover text C=V
clear text C=X
create search form
ignore case
in this form, replace
in all forms, replace

new form (C= N) By clicking on this menu item you will cause a new form, with no data in its fields, to appear on the screen. The form that you were working on will be saved to the disk.

recover form By clicking on this menu item you will recover the last, saved version of your form.

clear form (C= Z) By clicking on this menu item you will clear all of the data items from the form that your are working on currently. Use **recover form** to reverse this action.

recover text By clicking on this menu item, after having selected a field, you can recover the last, saved version of the data in that field.

clear text By clicking on this menu item, after having selected a field, you will clear the data from that field. Use the recover field menu item to reverse this action.

create search form By clicking on this menu item you will create a search form.

ignore case By clicking on this menu item you will cause the program to ignore case distinctions (upper or lower case) when you perform a search in your database.

in this form, replace By clicking on this menu item when you are performing a search and replace operation, you will make the replacement(s) in the currently displayed form only.

in all forms, replace By clicking on this menu item when you are performing a search and replace operation, you will make the replacement(s) in all of the forms in your database.

Display Menu

(Same as in FORM DESIGN MODE, no **align on/off** menu item)

Print Mode

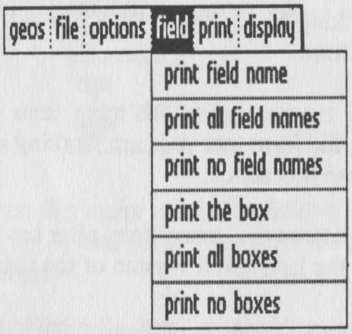
File Menu

(Same as in FORM DESIGN MODE)

Options Menu

(Same as in FORM DESIGN MODE)

Field Menu


geos
file
options
field
print
display
print field name
print all field names
print no field names
print the box
print all boxes
print no boxes

print field name By clicking on this menu item, after having selected a field, you will print that field's field name.

NOTE: Initially, all field names will be printed.

print all field names By clicking on this menu item you will print all of the field names that are on your form.

NOTE: Initially, all field names will be printed.

print no field names By clicking on this menu item you will print none of the field names that are on your form.

print the box By clicking on this menu item, after having selected a field, you will print that field's field outline (or box).

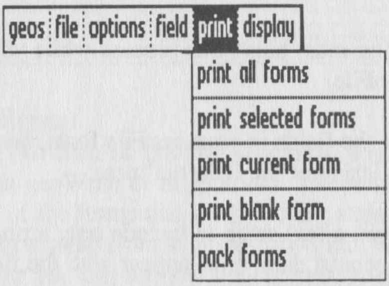
NOTE: Initially, all of the field outlines, or boxes are printed.

print all boxes By clicking on this menu item you will print all of the field outlines, or boxes of the fields in your form.

NOTE: Initially, all of the field outlines, or boxes are printed.

print no boxes By clicking on this menu item you will print no field outlines from the fields in your form.

Print Menu



print all forms By clicking on this menu item you will print out all of the forms in your database.

print selected form By clicking on this menu item you will print out only those forms that have been recalled in a search operation.

print current form By clicking on this menu item you will print out the currently displayed form.

print blank form By clicking on this menu item you will print out a blank form (a form with no data).

pack forms By clicking on this menu item you will automatically print out the maximum number of forms that will fit on an 8-1/2 by 11 inch sheet of paper.

Display Menu

(Same as in FORM DESIGN MODE, no **align on/off** menu item)

Appendix C: Use geoFile with Other GEOS Applications

Introduction

You can build text scraps, or merge data files from the data in your geoFile database that you can then use in other GEOS applications programs such as geoWrite, geoCalc, and geoMerge.

Building a text, or Merge Data File from your geoFile data is a five step process:

IMPORTANT: You must begin this process while you are in the form design mode of geoFile.

1: Select each of the fields in your geoFile form, one after the other, by clicking once inside of the field outlines.

NOTE: If you want a text scrap to include only a portion of the fields and their associated data, or to appear with the fields in a special arrangement, create a sub layout that contains only the fields that you want.

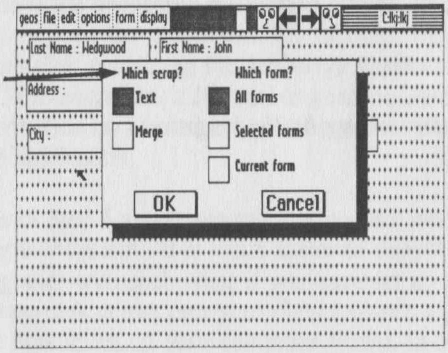
This will line up each field and its data in columns in the scrap that you are going to build. The scrap might look something like the following:

Name	Boxes	Returns	Commission
Bannon	32	6	$52.00
Barnes	27	3	$48.00
Davidson	41	12	$58.00
Wilson	25	2	$46.00

IMPORTANT: Be sure to select, one after the other, all of the fields in your database to insure that all of your columns of field names and data appear in the order that you want them to.

2: After selecting all of the fields, click on the **file** menu item in the **command** menu.

3: Click on the **build scrap** menu item in the **file** sub menu. A dialog box appears.



scrap type

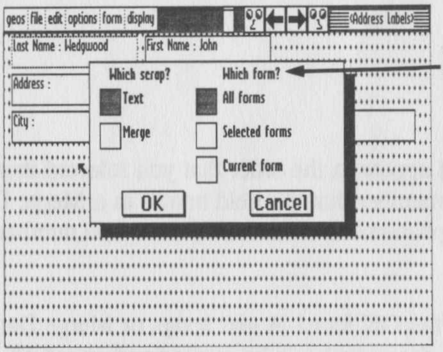
Last Name : Wedgwood
First Name : John
Address :
City :

Which scrap?
- ■ Text
- ☐ Merge

Which form?
- ■ All forms
- ☐ Selected forms
- ☐ Current form

Build a Text Scrap

If you do nothing but click on the **OK** icon now, a text will be created that can be used in geoWrite or in geoCalc. The scrap contains the fields and data from all of the forms that are presently stored in your database. You can also build a scrap from selected forms that were recalled in a search operation, or you can use just the currently displayed form to build your scrap. Click on the appropriate button for each of these form options.



Form Options

Last Name : Wedgwood
First Name : John
Address :
City :

Which scrap?
- ■ Text
- ☐ Merge

Which form?
- ■ All forms
- ☐ Selected forms
- ☐ Current form

Build a Merge Data File

You can also build a Merge Data File that is actually a geoWrite document from your geoFile data that can be used in the geoMerge application program. Simply click on the button next to the word **Merge** in the dialog box. Your data will be arranged in a geoWrite document in the format of a Merge Data File as follows (using the data from the example above):

Name
Boxes
Returns
Commission
*

- -

(page break inserted here by the program)
Bannon
32
6
$52.00
*
Barns
27
3
$48.00
*
Davidson
41
12
$58.00
*
Wilson
25
2
$46.00
*

The fields will appear in the order that you selected them in step **1** above. In addition, remember that the field names in a Merge Data File must be made up of alphanumeric characters (letters and numbers) and can contain no spaces.

4: Click on the **OK** icon. A text scrap, or Merge Data File (really a geoWrite document) will be created and stored on your disk. (You will be able to see the text scrap, or geoWrite document icon on your disk's deskTop.)

5: If you have created a text scrap, copy it onto a disk containing the geoWrite, or geoCalc application, and paste it into a geoWrite document or a geoCalc spreadsheet. (You could also copy the geoWrite, or geoCalc application onto your geoFile work disk if you have enough disk space).

If instead you have created a merge data file, you can use this file immediately with the geoMerge application. Of course you will need to either have the geoMerge application copied onto your geoFile work disk, or copy the merge data file (actually a geoWrite document) onto a work disk containing the geoMerge application. See your *geoWrite Workshop User's Manual* or *geoDex User's Manual* for more information on how to use geoMerge data files with the geoMerge application.

The procedures in Step 5 above assume that you are working with a single disk drive computer system. It is much easier to copy files and use GEOS applications together with each other if you have set up your computer system to use two disk drives (see your *GEOS User's Manual* for information on how to set up your computer system to operate with two disk drives).

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